

**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A GOVERNMENT COMPANY)**  
**PURCHASE DEPARTMENT, SINGARENI BHAVAN,**  
**RED HILLS, PO: KHAIRATABAD, HYDERABAD – 500004**  
**TELANGANA (STATE)**  
**CIN: U10102TG1920SGC000571**  
**TELEPHONE: 040-23316964 - EPABX: 040-23142 EXTN.224/225**  
**TELE FAX: 040-23307653; e-mail ID: pd\_hyd@scclmines.com.**  
**Company Web site: [www.scclmines.com](http://www.scclmines.com)**  
**SCCL GST No : 36AAACT8873F1Z1**  
**NOTICE INVITING TENDERS (NIT)**

**ENQ.NO & DATE: HY125O0149 DT: 02.09.2025**

**DT: 02.09.2025**

**SUB: PROCUREMENT OF STATIONARY ITEMS FOR USE AT SINGARENI BHAVAN, HYDEREBAD - REG.**

-oOo-

**ENQ CLOSING DATE: 13.10.2025 ON OR BEFORE 3.00PM**  
**ENQ OPENING DATE: 13.10.2025 AFTER 3.00 PM**

**MODE OF ENQUIRY : OPEN TENDER**  
**NUMBER OF SOURCES : SINGLE**  
**MODE OF TENDERING : SINGLE COVER**

| SINo | Item Code  | Material Desc.   | Qty | Unit |
|------|------------|--|-----|------|
| 1    | 3899942749 | Brown Tape (Small)   | 100 | NOS  |
| 2    | 3899942711 | Brown Tape (Big)   | 200 | NOS  |
| 3    | 3768104254 | Carbon Papers  | 79  | NOS  |
| 4    | 3714106297 | Correcting Fluid Pen-White<br><b>Makes: Camlin, Cello &amp; Hauser</b>                       | 198 | NOS  |
| 5    | 3714107939 | Pencil Erasers (Size: 4mm)<br><b>Makes: Faber Castle, Apsara, Genius &amp; Natraj</b>        | 150 | NOS  |
| 6    | 1610360096 | FEVI STICK (Small)<br><b>Make: Pedilite Purple &amp; Blue</b>                                | 200 | NOS  |
| 7    | 1610360096 | FEVI STICK (BIG) - Glue Stick  | 200 | NOS  |
| 8    | 3700000133 | Paper Gem Clips 28mm 100pcs set<br><b>Makes: Kesetko, Officemate, Signa &amp; Penguin</b>    | 145 | NOS  |
| 9    | 3714108087 | Green Highlighter Pens<br><b>Makes: Officemate, Camlin, Luxor &amp; Faber Castle</b>         | 100 | NOS  |
| 10   | 3700000169 | PAPER CUTTER KNIVES /BLADE   | 10  | NOS  |
| 11   | 3714107721 | Pencil<br><b>Makes: Apsara, Natraj &amp; Faber Castle</b>                                    | 250 | NOS  |
| 12   | 3899948075 | Permanent Marker Pens (Multicolor)<br><b>Makes: Camlin, Cello, Edding &amp; Faber Castle</b> | 100 | NOS  |
| 13   | 3716101230 | Plastic Folder A4 Size   | 750 | NOS  |
| 14   | 3768104278 | Pokers   | 30  | NOS  |
| 15   | 3768104280 | Punching Machine (Big)   | 10  | NOS  |
| 16   | 3768104291 | Punching Machine (Small)   | 35  | NOS  |
| 17   | 3899948040 | Red Marker Pens<br><b>Makes: Camlin, Luxor &amp; Sharpie</b>                                 | 100 | NOS  |
| 18   | 4434900365 | Scissors   | 25  | NOS  |
| 19   | 3768104357 | Sharpeners<br><b>Makes: Apsara, Maped, Natraj &amp; Faber Castle</b>                         | 50  | NOS  |
| 20   | 3714107710 | Skecth Pens Set (All Colors)<br><b>Makes: Faber Castle, Camlin, Luxor &amp; Maped</b>        | 50  | NOS  |
| 21   | 3709161046 | Stamp Pad  | 55  | NOS  |
| 22   | 3709161060 | Stamp Pad Ink Bottles  | 50  | NOS  |
| 23   | 1625111046 | Staples no.24/6-1M<br><b>Makes: Kangaro, Max &amp; Sparco</b>                                | 200 | NOS  |

|    |            |  |     |     |
|----|------------|--|-----|-----|
| 24 | 1625111058 | Staples no.10-1M<br><b>Makes: Kangaro, Max &amp; Sparco</b>  | 200 | NOS |
| 25 | 1625111058 | Stapler (Length (mm) - 117 & Throat Dept<br><b>Makes: Kangaro, Max, Starsunlite &amp; Office Stapler</b>   | 50  | NOS |
| 26 | 1625111022 | Stapler Big HP 45<br><b>Makes: Kangaro, Max, Starsunlite &amp; Office Stapler</b>  | 50  | NOS |
| 27 | 3709161022 | Sticky Notes (3"x3") 300 Sheets Regular (Set of 5, Multi color)<br><b>Makes: Soni, Oddy, Kabeer &amp; Daluci</b>   | 225 | NOS |
| 28 | 3709161034 | Pocket Size Sticky Notes 125 Sheets (25 Yellow Sheets, 25 Purple Sheets, 25 Green Sheets, 25 Orange Sheets, 25 Blue Sheets)<br><b>Makes: Soni, Oddy, Kabeer &amp; Daluci</b> | 150 | NOS |
| 29 |            | White Cello Tape (Big) 2"inch  | 200 | NOS |
| 30 |            | White Cello Tape (Small) 1"inch  | 200 | NOS |
| 31 | 3768104345 | Multi Colour Highlighter Pens<br><b>Makes: Camlin, Cello, Flair &amp; Maped</b>  | 200 | NOS |
| 32 |            | Colour Flags   | 50  | NOS |

**Delivery Period: 2 to 4 weeks Singareni bhavan, Hyderabad.**

Few firms are not supplying items/materials. Their offers will not be considered.

Make to be mentioned. Without any make the offer will not be considered.

**NOTE: FIRMS ARE REQUESTED TO MENTION DELIVERY PERIOD, HSN CODE, GUARANTEE PERIOD, MAKE OF THE ITEM IF ANY, OFFERS WITHOUT ABOVE, WILL NOT BE CONSIDERED FOR FURTHER PROCESS**

**NOTE:**

- I. Submit sealed covers. These covers to be submitted with Enquiry No, date & Address of SCCL and Firms name.  
Vendors who can supply within 2 to 4 weeks on receiving the Order copy only should participate in the enquiry. HSN CODE TO BE MENTIONED MAKE TO BE MENTIONED.
- A. Offers are invited from vendors located in Hyderabad/Secunderabad vendors only will be considered.
- B. OFFER VALIDITY: Bidder shall keep the offer valid for a period of 4 months from the date of opening of the tenders. The offer with less validity period than stipulated is liable for rejection.
- C. GST (GOODS AND SERVICE TAX) registration certificate to be submitted along with material HSN/SAC CODE. The applicability of GST & other taxes, if any, in % shall be clearly mentioned an extra.
- D. The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.

**A) GENERAL TERMS AND CONDITIONS**

- a. Validity, delivery period, GST, Warranty / Guarantee to be mentioned.
- b. Tenders received after stipulated time and date will not be considered for whatsoever reasons thereof.
- c. Quotation must be on a paper identifying the firm with telephone number etc. They should be clear and free from corrections and erasing.
- d. Rate quoted by you should be valid for 120 days from the date of opening of tenders and no revision of rates will be permitted during the above period.
- e. Rate should be quoted as per the sizes / units / makes / brands asked for otherwise such offers will not be considered.
- f. The quantity shown in the enquiry is not firm and fixed. It may be increased /decreased.
- g. The material is to be supplied as per the tender enquiry and should be delivered at **Singareni Bhavan, Hyderabad** no transportation charges will be paid separately unless it is mentioned in the offer clearly. Mention whether the offer is Ex-showroom, Ex-work or delivery at our office, Hyderabad
- h. Samples of the items should be submitted in case, they are asked for in the enquiry

- i. Those who are having ready stocks, capable of supply of material as per the enquiry within the stipulated time only need to forward their offer.
- j. M/s SCCL deserves the right to reject any/all the tender (s) or accept any offer or part thereof without giving any reasons. Its decision in this matter will be final and binding on all the tender/(s).
- k. Sealed tenders can be dropped in the tender box in the Company Purchase Office at Hyderabad or can be sent by post / courier before the due date and time. Fax quotations are not accepted
- l. M/s SCCL will not, in any way, be responsible for any postal delay.
- m. Separate cover may be used for each quotation. Quotations of different enquiries put in single cover will not be considered.
- n. Payment will be made within 30 days after receipt of material **Singareni Bhavan, Hyderabad.**  
YOU HAVE TO SUBMIT YOUR BANK DETAILS FOR RTGS/ONLINE PAYMENTS.

### **Tax Retention Clause:**

The supplier shall upload his Tax Invoice in the GSTN as per the provisions of the GST Act i.e., by 10th of the month subsequent to the month in which "Time of Supply" arises.

In respect of orders where the entire order quantity is executed in phased manner through multiple invoices or where staggered payment is made, if the "Tax Invoice" is not uploaded within the time limits prescribed under GST Act, the tax amount will be withheld from the payment made against subsequent Invoice till such time the invoice is uploaded. The final payment is subject to compliance of all formalities under GST by the supplier.

- B) From 01.11.2020 onwards all the vendors whose turnover is more than Rs.10 Crores or above in the financial years 2022-2023, 2023-2024 & 2024-2025 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.10 Crores than the firm has to declare that we are exempted from e-invoicing requirement. Therefore, the said e-invoicing provisions are not applicable to our company. Towards this, the firm is required to submit undertaking detailed in "ANNEXURE" along with Invoice.
- C) BILLS WILL NOT BE ACCEPTED WITHOUT e-INVOICING IF THE AGGREGATE TURNOVER IN ANY OF THE THREE FINANCIAL YEARS 2022-2023, 2023-2024 & 2024-2025 EXCEEDS Rs.10 CRORES.
- D) Materials or Items to be supplied 2 to 4 weeks after placement of order.
- E) Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.
- F) In case the bidder is unable to submit performance reports, a self certification duly signed and stamped by the bidder, indicating Purchase order number, machine serial number, commissioning date and annual working hours and confirming that the equipment/item offered or similar equipment/item of higher specification, supplied to any Govt. sector/ public sector, have performed satisfactorily for a minimum period of 1 year from the date of commissioning of the equipment and there are no warranty/guarantee claims pending, shall be considered. Self certification is not acceptable for the suppliers made to private Firms.

### **ANNEXURE**

If turnover not exceeds Rs 10 crores, firm has to submit following undertaking along with the bills

| PROFORMA  |                           |                     |
|---|---------------------------|---------------------|
| Our turnover during the Financial years 2022-2023, 2023-2024 & 2024-2025 is less than the Rs.10 crores  |                           |                     |
| Name:   | Designation:              | Company Name:       |
| GSTIN   | E-invoicing applicability | SEZ Status (Yes/No) |
|   |                           |                     |
| Any loss of ITC or discharge of interest and penalty arising to SCCL due to any misinformation from us, we are liable to reimburse the same to SCCL on the basis of this declaration. |                           |                     |
| SIGNATURE OF OWNER WITH STAMP/SEAL.   |                           |                     |

- G) FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.

**Section Officer, Hyderabad**

**DY.GM (E&M)/HYD.**