THE SINGARENI COLLIERIES COMPANY LIMITED

(A G O V E R N M E N T C O M P A N Y)
Purchase Department
Singareni Bhavan, Red Hills, PO: Khairatabad, Hyderabad– 500004, Telangana

*CIN: U10102TG1920SGC000571 *GST No: 36AAACT8873F1Z1
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NOTICE INVITING TENDERS (NIT)

Sub: Procurement of Desktop Document Scanner for use at Secretarial Department, Corp – Reg.

Enquiry No.	**HY126O0147**	**Enquiry Date**	**05.09.2026**
Closing Date	17.09.2026 (by 3:00PM)	Opening Date	17.09.2026 (at 3:00PM)
Mode of Enquiry	Open Tender	No. of Sources	Single
Mode of Tendering	Single Cover	Category	Material

Schedule of Requirements:

Sl No.	Item Code	Material Description	Qty	Unit
1	1605160192	DESKTOP DOCUMENT SCANNER	1	NOS
Make: Canon, Model: Image Formula DR-C240				

******Technical Specifications*:

1. **MODEL: CANON DR C240.**
2. **HIGH SPEED DUPLEX SCANNER.**
3. **SCAN SIZE: A4/LEGAL (LGL).**
4. **SCAN UPTO 45 PAGES FOR MINUTE (PP) BLACK & WHITE, COLOUR.**
5. **FEEDER COULD HOLD 60 PAGES.**
6. **WARRANTY: 3 YEARS ON SITE COMPREHENSIVE WARRANTY**

OEM/AUTHORISED DEALERS SHOULD ONLY SUBMIT QUOTATIONS. AUTHORIZATION CERTIFICATE SHOULD BE SUBMITTED ALONG WITH QUOTATIONS.

- Firms are requested to submit their offers only after thoroughly understanding the enquired items. Any doubts or clarifications required regarding the items shall be sought before submission of the offer. Clarifications sought after submission of the offer will not be considered.

- Bidders are requested to submit their offers in sealed covers duly superscribed with the **Enquiry Number, Date of Enquiry and Name of the Firm** for proper identification and processing.

- Quotations to be Addressed to: AGM(E&M)/Purchase, The Singareni Collieries Company Limited, Singareni Bhavan, Red Hills, PO: Khairatabad, Hyderabad-500004, Telangana.

Eligibility & Tax Conditions

i. Offers are invited only from vendors located in Hyderabad/ Secunderabad.

ii. A GST (Goods and Service Tax) registration certificate must be submitted along with quotation/offer. The GST and any other taxes must be shown separately as extra, in %.

iii. Where a bidder does not show GST/Other Taxes, the landed cost will be computed using the highest GST % quoted by other bidders.

General Terms and Conditions:

1. Tenders received after stipulated date and time will not be considered, for whatsoever reason.
2. Some firms are not supplying items/materials. Their offers will not be considered.
3. Quotations must be on the firm's letterhead showing its name, telephone number and e-mail id, and must be clear and free of corrections or erasures.
4. Firms must mention the material HSN (Hormonized System of Nomenclature)/SA CODE (Services Account Code).
5. **Delivery Period:** Material or Items to be supplied within 2 to 4 weeks after placement of order.
6. **OFFER VALIDITY:** The offer shall remain valid for a period of 120 days from the date of tender opening. No revision of rates will be permitted during this period.
7. Rates must be quoted as per the sizes / units / makes / brands asked for; otherwise the offer will not be considered.
8. The quantity shown is indicative and may be increased /decreased.
9. Material shall be delivered at **Central Stores, Corporate**. No transportation charges will be paid separately.
10. Samples of the items should be submitted if called for in the enquiry.
11. Only firms holding ready stock and able to supply within the stipulated time need to submit their offers.
12. M/s SCCL reserves the right to reject any or all tenders, or to accept any offer in whole or in part, without assigning any reason. Its decision shall be final and binding.
13. Sealed tenders may be dropped in the tender box at the Company's Purchase Office, Hyderabad, or sent by post /courier before the due date and time. M/s. SCCL will not, in any way, be responsible for any postal delay.
14. A Separate cover shall be used for each quotation; Quotations of different enquiries placed in a single cover will not be considered.
15. e-mail quotations are not acceptable.

16. Payment will be made within 30 days of receipt of material at **Central Stores, Corporate.**
17. Bidders are required to submit their bank account details, including RTGS/NEFT information, for processing online payments.

Tax retention clause:

The supplier shall upload the tax invoice in the GSTN as required under the GST Act, i.e. by the 11th of the month following the month in which the 'time of supply' arises. Where an order is executed in phases through multiple invoices, or payment is staggered, and the tax invoice is not uploaded within the prescribed time, the tax amount will be withheld from the payment against the subsequent invoice until the invoice is uploaded. Final payment is subject to the supplier's compliance under the GST Act.

Section Officer,
Purchase, Hyd.

AGM (E&M),
Purchase,HYD