

THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
PURCHASE DEPARTMENT, SINGARENI BHAVAN,
RED HILLS, PO: KHAIRTABAD, HYDERABAD – 500004
TELANGANA (STATE)
CIN:U10102TG1920SGC000571

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SCCL GST No : 36AAACT8873F1Z1

NOTICE INVITING TENDERS (NIT)

ENQ.NO & DATE: HY121O0325 DT:06.09.2021

DT:13.09.2021

ENQ CLOSING DATE: 29.09.2021 ON OR BEFORE 3.00PM
ENQ OPENING DATE: 29.09.2021 AFTER 3.00 PM

Sub: QUOTATIONS FOR SUPPLY OF STATIONARY ITEMS - REG

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

Item SNo	Item Code	Material Desc.	Qty	Unit
1	3714106297	Correcting Fluid Pen-White Make: Camlin, Cello & Hauser	500	NOS
2	3714107939	Pencil Erasers (Size: 4mm) Makes: Faber Castle, Apsara, Genius & Natraj	300	NOS
3	1610360096	Fevistick (Small)-Pedilite Purple & Blue	500	NOS
4	1610360096	Fevistick (Big)-Glue Stick	500	NOS
5	3700000133	Paper Gem Clips 28 mm 100 pcs set Make: Kesetko, Officemate, Sigma & Penguin	500	NOS
6	3714108087	Green Highlighter Pens Make: Officemate, Camlin, Luxor & Faber Castle	200	NOS
7	3714107721	Pencil Make: Apsara, Natraj & Faber Castle	500	NOS
8	3899948075	Permanent Marker Pens (Multicolor) Make: Camlin, Cello, Edding & Faber Castle	200	NOS
9	3716101230	Plastic Folder A4 Size	1500	NOS
10	3899948040	Red Marker Pens Make: Camlin, Luxor & Sharpie	200	NOS
11	3768104310	Red Ball Point Pens Make: Classmate, Cello & Matrix	100	NOS
12	3768104333	Long Registers 21 x 33 cm size (300 Pages) Make: Classmate, Delta, Penmen & Good Write	100	NOS
13	3768104333	Registers 27.5 x 17.50 CM size (300Pages) Make: Classmate, Delta, Penmen & Good Write	50	NOS
14	3768104357	Sharpeners Make: Apsara, Maped, Natraj & Faber Castle	50	NOS
15	3714107710	Sketch Pen Set(All Colors) Make: Faber Castle, Camlin, Luxor & Maped	50	NOS
16	1625111046	Staples no. 24/6-1M Make: Kangaro, Max & Sparco	500	NOS

17	1625111058	Staples no. 10-1M Make: Kangaro, Max & Sparco	500	NOS
18	1625111058	Stapler (Length (mm)-117 & Throat Depth (mm)-64) Make: Kangaro, Max, Starsunlite & Office Stapler	100	NOS
19	1625111022	Stapler Big-HP 45 Make: Kangaro, Max, Starsunlite & Office Stapler	100	NOS
20	3709161022	Sticky Notes (3''x3') 300 sheets Regular (Set Of 5, Multicolor) Make: Soni, Oddy, Kabeer & Daluci	500	NOS
21	3709161034	Pocket Size Sticky Notes 125 sheets (25 Yellow Sheet, 25 Purple Sheet. 25 Green Sheet, 25 Orange Sheet & 25 Blue Sheet) Make: Soni, Oddy, Kabeer & Daluci	300	NOS
22	3768104345	multi color Highlighter Pens Make: Camlin, Cello, Flair & Mapped	500	NOS
23		Plastic Ruler Scale, Transparent 30 CM Make: Classmate, Natraj, Flair & Mapped	100	NOS

Delivery Period: 1 to 2 Weeks at Singareni Bhavan, Hyderabad

NOTE: IF THE DELIVERY PERIOD IS NOT AS PER NIT, THEIR OFFERS WILL NOT BE CONSIDERED.

THE DELIVERY OF THE MATERIAL SHOULD ALSO BE SAME AS MENTIONED IN QUOTATION

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

Vendors who can supply 1 to 2 weeks only should participate in the enquiry. You have to mention the delivery period HSN CODE TO BE MENTIONED. If delivery period is more than 14 days, their offers will not be considered. MAKE TO BE MENTIONED.

- Offers are invited from vendors located in Hyderabad/Secunderabad vendors only will be considered.**
- 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.
- 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.**
- The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.**
- The bidders offered without any Transportation Charges but mention Ex-Works or Hyderabad office, their landed cost will be arrived by taking maximum Transportation charges quoted by other bidders.**
- From 01.11.2020 onwards all the vendors whose turnover is more than Rs.500 Crores or above in the financial years 2018-2019, 2019-2020 & 2020-2021 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.500 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.**

BILLS WILL NOT BE ACCEPTED WITHOUT e-INVOICING IF THE AGGREGATE TURNOVER IN ANY OF THE THREE FINANCIAL YEARS 2018-2019, 2019-2020 & 2020-2021 EXCEEDS Rs.500 CRORES.

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** and 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 at **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) Materials or Items to be supplied 1 to 2 weeks after placement of order.
- C) Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.

- D) NOTE: .1. FIRM REPRESENTATIVES ARE NOT ALLOWED TO SINGARENI BHAVAN, SCCL, AND HYDERABAD OFFICE DUE TO CARONA VIRUS.
2. FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.**

DY.GM (PURCHASE) HYD

ANNEXURE

To be submitted along with the bills.

PROFORMA			
Our turnover during the Financial years 2018-2019, 2019-2020 & 2020-2021 is less than the Rs.500 crores			
Name:		Designation:	Company Name:
GSTIN	E-invoicing applicability	SEZ (Yes/No)	Status
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.			