



The Singareni Collieries Company Limited
(A Government Company)
HYDERABAD

Address:

Purchase Department, 1st Floor,
Singareni Bhavan, Red Hills,
Khairatabad, Hyderabad-500004.
E mail id:pd_hyd@scclmines.com
Tel Nos.040-23316964
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NOTICE INVITING TENDER

**SUB: QUOTATIONS FOR EMPANELMENT OF AGENCY FOR PRINTING
COLOR MONTHLY POSTERS “SINGARENI SAMACHARA
PRABHA”, HOUSE JOURNAL AND “SINGARENIYULA
SAMACHARAM” FOR A PERIOD OF TWO YEARS – REG.**

Enquiry No:	HY119O0169
Enquiry Date:	10.08.2019
Last Date for Receipt of Tender:	19.08.2019 Before 3.00 PM
Tender Opening Date & Time:	19.08.2019 After 3.00 PM
Offer Validity:	120 Days from the date of opening of tender.
Mode of Enquiry	Open Enquiry (Conventional)
Number of Sources	One
Mode of Tendering	Two Cover



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(I). QUOTATIONS FOR EMPANELMENT OF AGENCY FOR DESIGNING & PRINTING OF HOUSE JOURNAL “SINGARENI SAMACHARA PRABHA”, FOR A PERIOD OF TWO YEARS:

Description	Periodicity of publication	Total no. of Journals in 2 years	No. of Copies per one Journal	Rate for 10,000 Copies in Rs.
<p><u>House Journal :</u></p> <p>Rate for Designing and Printing of House Journal “Singareniyula Samacharam” as per specifications given below:</p> <p>a) Title Pages (4) on 130 GSM art paper – Five colour.</p> <p>b) Inner Pages (20) on 90 GSM art paper – Multicolour.</p>	Bi-monthly or As and when required	12 (per year 6 x 2 years)	10,000	

Applicability of GST @ Extra:-----

Specifications for House Journal “Singareniyula Samacharam”:

1)	Total No of Pages	20 Inside Colour + 4 (Title Pages Colour) = 24 Pages
2)	Title pages	4 Nos – five colour
3)	Inner pages	20 Pages – multi colour
4)	Size	¼ Demmy
5)	Paper:	
	a) Title Pages	130 GSM Art Paper – five colour
	b) Inner Pages	90 GSM Art Paper Multi Colour
6)	No of copies/Journal	10,000 copies
7)	Binding	Centre pinning
8)	Art work & Designing	To be made by the printing agency
9)	Periodicity of publication	Bi-monthly or as when required
10)	Period of completion	Within 5 days from the date of approval of art work.
11)	Period of contract	Two years
12)	Delivery at	Hyderabad, Kothagudem, Yellandu, Ramagundam-I, Manuguru, Ramagundam-II, Ramagundam-III, Bhupalapalli, Bellampalli, Mandamarri, Srirampur, STPP Jaipu, etc. and other places mentioned at the time of deliver.



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(II). QUOTATIONS FOR EMPANELMENT OF AGENCY FOR DESIGNING & PRINTING OF MULTI COLOUR POSTER “SINGARENI SAMACHARA PRABHA” FOR A PERIOD OF TWO YEARS:

Description	Periodicity of publication	Total no.of Posters in 2 years	No.of Copies per poster	Rate for 1000 Copies in Rs.
<u>Multi Colour Poster:</u> Rate for Designing and Printing of MULTI COLOUR POSTERS on 130 GSM Art paper as per specifications given below.	Monthly and also as and when required	40 (24 Monthly + 16 Occasional)	1000	

Applicability of GST @ Extra:-----

Specifications for POSTERS “Singareniyula Samachara Prabha”:

1	Total no. of pages	24,000 Monthly posters+16 occasional posters
2	Size	Double Demy
3	Paper	130 GSM art paper for colour poster
4	Colour	Five colour
5	Art work & Designing	To be made by the printer
6	Periodicity of publication	Monthly and also as and when required
7	Period of completion	Within 24 hours from the time of approval of art work
8	Period of contract	2 Years
9	Delivery place	Singareni Bhavan,Redhills,Hyderabad

NOTE:

1. Offers from vendors located in Hyderabad/Secunderabad, only will be considered and should possess similar experience.
2. **Evaluation:** The L1 status of the bidders would be arrived based on the lowest total value by taking individual basic rates for Sl.No. I & II i.e Combined rate of ‘House Journal & Poster’.
3. The offered rate should be inclusive of all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
4. The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.



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(A) GENERAL INSTRUCTIONS:

1. Bidders are advised to carefully read this NIT Document. Towards acceptance of conditions in NIT, the tenderer is requested to sign on all pages of the Tender document towards their acceptance.
2. SCCL may solicit the bidders consent for extension of the period of validity of the bid and EMD. The request and the responses there to shall be made by letter, fax or e-mail. Bidders accepting the request are not permitted to modify the bid.
3. SCCL reserves the right to seek clarifications in respect of the bids / supporting documents etc. from the bidders by letter / e-mail / fax.
4. Sealed tenders with our enquiry number and date clearly marked on the cover can be dropped in the tender box in the Company Purchase office at Hyderabad or can be sent by post or courier before the due date and time. Fax quotations are not accepted. M/s. SCCL will not, in any way be responsible for any postal delay.
5. A) The terms and conditions of the tender are divided into two parts i.e. Part 'A' and Part 'B'.
 - a. Part 'A' contains technical & commercial terms and conditions.
 - b. Part 'B' contains price BID.

(B) Submission of offers:

- i. The Tenderer shall submit bids in two parts i.e. TECHNICAL & COMMERCIAL BID AND PRICE BID in two sealed covers (i.e. Cover 'A' & Cover 'B') as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
 - Cover 'A' shall contain copy of the whole tender document duly signed by the Tenderer in all the pages to indicate that the Tenderer has gone through the whole tender document, to acquaint himself with the work involved and accepting to all terms & conditions mentioned in the NIT. All the required details with supporting documents are to be submitted.
 - Cover 'B' shall contain price bid in the format mentioned at Table 'I' & 'II' of Page No.2 of NIT.
- ii. Above two covers which are individually sealed and superscribed as mentioned above shall be kept in another sealed cover, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
- iii. In case the Tenderer submits revised bid or more than one bid, the lowest bid only will be considered unless Tenderer clearly specifies which bid is to be considered.



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6. CORRESPONDENCE / DISPUTES DURING ENQUIRY STAGE:

Correspondence / disputes will be entertained before placing order and the decision of the SCCL shall be final. However In case of any un-resolved dispute or difference of opinion arising between SCCL and the successful tenderer in respect of manner of execution or anything connected with the work, not specifically provided for hereunder or in respect of meaning of any clause of the terms and conditions of Tender document shall be resolved by arbitration.

7. Bidders are required to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.

8. OFFER VALIDITY:

Bidder shall keep the offer valid for a period of 120 days from the date of opening of the tenders. The offer with less validity period than stipulated is liable for rejection.

9. BIDDER'S DETAILS:

Bidder shall furnish the following information:

- a) Name and address, Phone number, Fax number, e-mail ID and Name of the contact person.
- b) Indicate clearly, the constitution of the bidder i.e. Sole Proprietorship, Partnership, limited liability company etc., together with names of proprietor, partners and directors respectively.
- c) Indicate clearly, if it is a Government company, SCCL ancillary unit. A copy of valid documentary proof shall be enclosed.
- d) Banker's Name and address together with Branch Code and IFSC/RTGS Code.
- e) GST registration and other details to the extent applicable along with documentary evidence.

10. LAWS APPLICABLE:

The contract shall be governed by the Laws of Indian Union for the time being in force.

11. TAXES AND DUTIES:

The payments to the contractor are subject to TDS u/s 194 C of the Income Tax act 1961, and rules and other regulations specified there under, prevailing from time to time.



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12. ARBITRATION:

Normally all disputes should be settled by negotiations between the Company and the concerned parties. In case any dispute/difference is not settled through negotiations, the respective parties can seek remedy by Arbitration by invoking the same within 120 days of dispute.

- (a) The Arbitrator(s) will be appointed to resolve the disputes between the parties. The Chairman & M.D. of the S.C.Co.Ltd, is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on the parties. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award.
- (b) If any of the Arbitrators appointed by the Chairman & M.D. of the S.C.Co.Ltd., is unable to continue as an Arbitrator for any reasons whatsoever or if the Chairman & M.D. of the S.C.Co.Ltd., for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the arbitration proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings de novo if the circumstances warrant him to do so.
- (c) The parties should bear the costs of the Arbitration equally.
- (d) Failing to invoke Arbitration clause within 120 days of dispute, the matter is to be decided by Civil Courts at Hyderabad District in TELANGANA state alone and not at any other place.

13. RISK PURCHASE CLAUSE: In case the firm/Contractor fails to deliver the terms of the contract as per the order and SCCL is forced to enter into new contract for the purpose with another firm at a higher price, the firm/Contractor shall pay the difference in prices to SCCL.

14. UNSOLICITED DISCOUNT: Suo-moto reduction shall not be considered for evaluation whether given before or after opening of price bids. If any Tenderer other than lowest offers Suo-moto reduction in the prices after opening of the price bid, the offer shall be rejected out rightly. However, if there is a suo-moto

reduction from the lowest Tenderer adjudged on the basis of comparative statement as per price bids before such reduction, the benefit of suo-moto reduction shall be availed of at the time of placement of order on the lowest Tenderer. SCCL reserves the right not to accept the lowest bid.



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15. CORRESPONDENCE AFTER PLACING ORDER:

After placing the order, correspondence related to issues regarding contract terms and conditions shall be made with the PRO, Hyderabad / the officer-in-charge only. In case the issues are not settled at PRO, Hyderabad / the officer-in-charge level, correspondence shall be made with the GM (CDN). In case the issues are not settled at GM (CDN) level, correspondence shall be made with Director (Operations). In case the issues are not settled at Director (Operations) level also, correspondence shall be made with C&MD. Bidder is advised to visit SCCL's web site www.scclmines.com for name and address phone number, and e-mail ID of consignee, area CGMs / GMs, CGM (Purchase), Director (Operations) and C&MD.

16. BRIBES & GIFTS:

Any Bribe, Commission, gift or advantage given, promised or offered by or on behalf of the Supplier or his partner, agent or servant or any one on his or their behalf to any Officer, Servant, representative or agent of the Singareni Collieries Company Limited, or any person on his or their behalf for obtaining or executing of this or any other contract with Singareni Collieries Co. Ltd., shall in addition to any criminal liability which the Supplier may incur, subject the Supplier in the cancellation of this and all other contracts with and also to payment of any loss of damage resulting from any such cancellation to the like extent as is provided in case cancellation under clauses thereof. Any question or dispute to the commission of any offence under present clause shall be settled by the Singareni Collieries Co. Ltd., in such manner and on such evidence of information as they think it sufficient & their decision, shall be final and conclusive.

NOTE: In case any specific mention is made on the above clauses in special terms and conditions the same shall prevail over.

DGM (PURCHASE)
The Singareni Collieries Company Ltd
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Purchase Cell, 1st Floor
SINGARENI BHAVAN
HYDERABAD – 500004

SCCL Helpdesk Numbers: 040-23316964
EPBAX Numbers: 040- 23142 EXTN: 224 & 230