



THE SINGARENI COLLIERIES COMPANY LIMITED

(A Govt. Company)

HYDERABAD PURCHASE DEPARTMENT

TELANGANA (STATE)

CIN: U10102TG1920SGC000571

GST NO: 36AAACT8873F1Z1

TELEPHONE: 040-23316964 EPABX:040-23142 EXTN.224/225

e-mail ID: pd_hyd@scclmines.com

Company Website:www.scclmines.com

NOTICE INVITING TENDERS (NIT)

SUB: QUOTATIONS FOR PRINTING AND SUPPLY OF WALL CALENDARS & DESKTOP CALENDARS FOR THE NEW YEAR 2027 – REG.

Enquiry Number	HY126O0150, Dated:12.09.2026
Tender Category	Products / Services
Order Type	Firm Order / Rate Contract
Mode of Tendering	Conventional / e-Tendering / Tender Cum Reverse Auction (Critical / Non-Critical)
Number of Sources	Single / Two / Multiple
Mode of Enquiry	Open / Limited / Single (Nomination / Proprietary)
Currency Type	INR / Multi-Currency (INR, Euro, US Dollar, Pound, Australian Dollar & Yen)
Applicability of EMD	Not Applicable / Applicable (1%) / Fixed Amount / Partial Amount / Schedule-wise Amount
Due Date & Time for submission of Tenders	05.10.2026 before 3.00 PM
Due Date & Time for opening of Tenders	05.10.2026 after 03.00 PM

1. Tenders are invited for printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027.
2. **EMD APPLICABLE:** Bidder shall submit bids with EMD of Rs.25,000.00 (Rupees twenty five thousand only) and EMD in original in the form of Demand Draft is to be submitted to the Singareni Collieries Company Limited payable at Hyderabad.

Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027 - reg.

Enquiry No.: HY126O0150, Dated:12.09.2026.

SPECIAL TERMS & CONDITIONS

1. ELIGIBILITY CRITERIA FOR COMMERCIAL ORDER:

a) Eligibility Criteria:

The tenderer should have carried out similar job at any of the SCCL offices and enclose order copies OR the tenderer should have carried out similar job at any Govt. Departments/Organizations and enclose order copies during the preceding two years.

b) Provenness Criteria: Tenders without previous order copies will not be considered and will be rejected.

c) Financial Capacity: Not Applicable.

d) Evaluation:

The L1 status of the bidders would be arrived based on the overall lowest rate by taking individual rates offered for Wall Calendars (Telugu & English) and Desktop Calendars (English).

However, the L1 firm should match their higher rates for any item with the lowest rates quoted by other firm.

Order will be allotted to one firm on overall basis.

If more than one bidder stood in L1 status, the successful bidder will be selected through a lottery system to be drawn at O/o GM (CDN) in presence of representatives of Firm, Finance & Purchase Depts.

2. EMD of 1% of total Proposed Value should be paid.
3. Payment Terms: As per Annexure - II
4. PVC, if applicable: Not Applicable.
5. PBG Terms: Not Applicable.

6. TDS: As per Annexure - II
7. Warranty/Guarantee: - NIL
8. Commencement of Work: As per Annexure – II
9. LD Penalty: As per Annexure - II
10. Pre-Bid details, if any: - NIL
11. Any other Specific Terms required: - NIL

AGN (Purchase)
The Singareni Collieries Company Limited,
Singareni Bhavan, Redhills,
Lakdikapool, Hyderabad – 500004

Annexure-II

Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027 - reg.

Enquiry No.: HY126O0150, Dated:12.09.2026.

GENERAL:

1. With respect to any Clause that repeats in the Standard NIT Conditions as well as in Special Terms and Conditions (Annexure-I & II), the later is to be considered for the present Enquiry.
2. Sealed Quotations are invited from Bidders as per the Eligibility Criteria mentioned at Annexure – I for **Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027** with the following Terms & Conditions:

SPECIFICATIONS AND TERMS & CONDITIONS

A. REQUIREMENT : The successful tenderer shall be required to supply the following items:

Item Sl.No.	Material Description	Quantity	Unit	Basic Rate/Unit (Rs.)	Basic Rate/Total Qty (Rs.)
1	PRINTING AND SUPPLY OF WALL CALENDERS – 2027 (TELUGU)	40,000	NOS		
2	PRINTING AND SUPPLY OF WALL CALENDERS – 2027 (ENGLISH)	2,000	NOS		
3	PRINTING AND SUPPLY OF DESKTOP CALENDERS – 2027 (ENGLISH)	2,000	NOS		

Applicability of GST @% extra may be mentioned separately.

SPECIFICATIONS (FOR WALL CALENDARS & DESKTOP/TABLE CALENDARS)

1) Specifications for Telugu wall calendars 2027

1. 170 gsm art paper both side printing
2. 6 sheets
3. Quantity 40000 Nos.
4. Top wire binding
5. 18” width x 23” height size
6. Multi colour printing

2) Specifications for English wall calendars 2027

1. 170 gsm art paper both side printing
2. 6 sheets
3. Quantity 2000 Nos.
4. Top wire binding
5. 18" width x 23" height size
6. Multi colour printing

3) Specifications for Desk top / Table calendars 2027

1. 300 gsm foreign art card with online silk coat (F/B)
2. 13 Nos. pages
3. Quantity 2000 Nos.
4. colour : 4 + 4
5. Top wire binding
6. Calendar size 9" width x 9" height # 2 pages (1<(>&<)>13 pages) first and last pages.
7. Display inner page size : (2-12 pages) : 9" width x 7.50" height

Note : 1) Samples (Calendars/Desktop Calendars) to be submitted at PRO Office or Purchase Office, Singareni Bhavan, Hyderabad before submitting quotations.

- 2) Bidders are requested to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.
- 3) The firm has to supply 4 displaying models out of which one will be selected.
- 4) The Area-wise quantities for delivery will be informed later by Public Relations Officer, SCCL, Hyderabad.

The contract awarded agency shall supply the earmarked quantity to all Areas including Corporate Office and Singareni Bhavan directly from their source within one week of final approval of design, as detailed below:

Sl.No.	Area	District
1	Ramagundam-I	Peddapalli
2	Ramagundam-II	
3	Ramagundam-III / ALP, APA	
4	Bhupalpally	Jayashankar Bhupalpally
5	Mandamarri	Mancherial
6	Srirampur	
7	STPP, Jaipur	
8	Goleti Town Ship, Near Bellampalli	Kumuram Bheem Asifabad
9	Kothagudem	Bhadradri Kothagudem
10	Manuguru	
11	Yellandu	
12	Corporate, Kothagudem	
13	Hyderabad Office	--

1. **Eligibility:**

The tenderer should have carried out similar job at any of the SCCL offices and enclose order copies OR the tenderer should have carried out similar job at any Govt. Departments/Organizations and enclose order copies during the preceding two years.

2. Tenders without previous order copies will not be considered and will be rejected.

3. **PAYMENTS TERMS:**

Payment will be released after delivery of the items at Areas and on certification by PRO, SCCL, Hyderabad.

4. **SECURITY DEPOSIT:**

- i) The EMD will be converted as Security Deposit on award of work.
- ii) Security Deposit will bear no interest and will be refunded after faithful execution of the order.
- iii) If the Contractor, to whom the work would be awarded, fails to fulfill the contract conditions and service is stopped due to failure, the Security Deposit amount will be forfeited along with applicable GST and the contract will be terminated without any prior notice.

5. **TAXES, DUTIES, OCTROI, ETC:**

- 1. Taxes, Duties, Octroi, etc: The hire charges shall be inclusive of the taxes except GST, duties, Octroi, etc., applicable for such kind of work and no separate payment shall be made for the same. Income Tax or any other tax as applicable will be deducted from contractor's bills at source as per prevailing Rules. The contractor should furnish the proof of turnover of previous year.
- 2. Before commencement of the work, the contractor should register with GST Department and submit the registration number to SCCL. The firm has to submit tax invoice. GST extra payable against submission of tax invoice as per the applicability.
- 3. Income Tax deduction at source shall be regulated as per the provision of Income Tax Act, 1961 and relevant Rules announced from time to time. SCCL shall issue valid TDS certificate for the Taxes deducted at source as mentioned above.
- 4. Introduction / withdrawal of any taxes / duties or upward / downward revision of applicable rates during the scheduled contract period shall be to SCCL's account, except taxes under Income Tax Act.

5. Introduction of any taxes / duties or upward revision of applicable rates beyond the scheduled contract period i.e. the extended contract period with penalty shall be to contractor's account. However, withdrawal of any taxes / duties or downward revision of applicable rates even beyond the scheduled contract period i.e. the extended contract period by levying penalty shall be to SCCL's account.

6. **GST TDS:**

- a. As per Govt. vide Notification No. 50/2018-Central Tax, Dated: 13.09.2018, effective date of implementation of GST TDS Provisions is 01.10.2018.
- b. As per the above said Notification, SCCL shall be required to deduct GST TDS in respect of all the taxable supplies (Both materials and Services) with a value exceeding Rs. 2,50,000.00 under a contract. The applicable GST TDS rates are 1% CGST and 1% SGST in respect of Intra state supplies and 2% IGST in respect of inter-state supplies on the taxable value.

The taxes ruling from time to time are applicable and to Firm's account other than GST. Contractor has to pay professional tax as per the provisions of the Act and submit copy of the Tax payment vouchers to AGM (F&A)/Hyd.Office.

7. **OTHER TERMS AND CONDITIONS:**

1. Offers from vendors located in Hyderabad/Secunderabad only will be considered.
2. The offered rate should be inclusive all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
3. The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
4. Offer validity must be four months. Those who offer the validity less than four months will be disqualified.
5. From 01.11.2020 onwards all the vendors whose turnover is more than Rs.10.00 Crores or above in the financial years 2023-24, 2024-25 & 2025-26 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.10.00 Crores 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 2023-24, 2024-25 & 2025-26 exceeds Rs.10.00 crores.

PROFORMA

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

AGM(Purchase)

The Singareni Collieries Company Limited,
Singareni Bhavan, Redhills,
Lakdikapool, Hyderabad – 500004

Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027 - reg.

Enquiry No.: HY126O0150, Dated:12.09.2026.

NIT DOCUMENT

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 or e-mail. Bidders who accept this request shall not be permitted to modify their bid after submission.
3. SCCL reserves the right to seek clarifications in respect of the bids / supporting documents etc. from the bidders by letter / e-mail.
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 one sealed cover (i.e., Part 'A' & Part 'B') as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.

- Part '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.
- Part 'B' shall contain price.

ii. The sealed and superscribed covers 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.

Both covers will be opened on tender opening date.

6. RIGHT TO REJECT THE OFFERS/CANCEL THE TENDER:

SCCL reserves the right to reject any or all the offers without assigning any reason and to cancel the tender at any stage before release of order/award of contract. The decision taken by SCCL in this regard shall be final.

7. 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.

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

9. EARNEST MONEY DEPOSIT (EMD):

The EMD shall be Rs.25,000.00 (Rupees twenty five thousand only).

Tenderer shall submit bid along with EMD. Bid submitted without EMD will be summarily rejected. The EMD shall be paid in the form of Demand Draft drawn on any Nationalized/Scheduled Banks located in Hyderabad in favour of The Singareni Collieries Company Limited, payable at Hyderabad, Hyderabad District (Telangana State).

- i. No interest will be paid on the EMD.
- ii. EMD of unsuccessful bidders will be refunded immediately after the bidder is declared unsuccessful.
- iii. EMD of successful bidder will be refunded after faithful execution of the order.
- iv. EMD paid against earlier enquiry(ies) will not be adjusted for the current enquiry.

Forfeiture of EMD: EMD of the Bidder will be forfeited in the following circumstances:

- i) Withdraws the offer during validity / extended validity period.
- ii) Changes the terms and conditions of the offer during validity / extended validity period.
- iii) Does not accept the LOI / order placed within the offer validity period / extended validity period, in accordance with terms & conditions of NIT, offer & negotiations.
- iv) Breach of contract during execution, wherever PBG clause is not applicable.
- v) The information/documents submitted by the bidder proved to be false/ incorrect.

10. **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.

11. **BIDDER'S DETAILS:** Bidder shall furnish the following information:

- a) Name and address, Phone 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.

12. **LAWS APPLICABLE:**

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

13. **PAYMENT TERMS:**

Payment will be released after delivery of the items at Areas and on certification by PRO, SCCL, Hyderabad.

14. **CIVIL COURT PROCEEDINGS:**

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 the civil court proceedings by invoking the same within 120 days of dispute.

1. The parties should bear the costs of the civil court proceedings equally.

2. Failing to invoke civil court clause within 120 days of dispute, the matter is to be decided by Civil Court at Hyderabad District in TELANGANA state alone and not at any other place.

15. **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.

16. **L.D. PENALTY CLAUSE:**

In case the firm/Contractor fails to deliver the items as per the order terms and in stipulated time LD penalty is applicable @0.5% of the price for each week or part thereof to a maximum of 10% subject to force majeure conditions.

17. **WORK AND PAYMENT DURING CIVIL COURT PROCEEDINGS:**

Work under the contract, shall if reasonable, continue by mutual agreement during the Civil Court Proceedings, and no payment due to or payable by the Singareni collieries Co. Ltd., will be withheld without reasonable cause and merely on account of the pendency of such proceedings.

18. **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.

19. **CORRESPONDENCE AFTER PLACING OF 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 GMs, GM (Purchase), Director (Operations) and C&MD.

20. **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.

AGM (Purchase)
The Singareni Collieries Company Limited,
Singareni Bhavan, Redhills,
Lakdikapool, Hyderabad – 500004

**FORMAT OF LETTER OF BID (LOB)
LETTER HEAD OF BIDDER**

To
The AGM (Purchase)
The Singareni Collieries Company Limited
Singareni Bhavan, Redhills, Lakdikapool,
HYDERABAD – 500004

**Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New
Year 2027 - reg.**

Enquiry No.: HY126O0150, Dated:12.09.2026.

Dear Sirs,

I/We offer to provide Service as per rate/price mentioned in NIT in accordance with the conditions of the NIT document.

This Bid and your subsequent Purchase Order shall constitute a binding contract between us.

I/We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by me/us online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/we shall have no claim against SCCL.

Yours faithfully,

(Signature of Bidder **OR** Authorized person of bidder)

1. Name of Authorized Signatory :
2. Type of Authorization :
3. Name of the Bidder :
4. Address :
5. e-Mail Address :
6. Mobile/Telephone Number :
7. FAX Number :
8. Place :
9. Date :

Annexure-IV

Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027 - reg.

Enquiry No.: HY126O0150, Dated:12.09.2026.

Acceptance of Commercial Terms (ACT) and Conditions by the Bidder

Sl. No.	Commercial Terms of NIT	Acceptance of Bidder
1	Instructions to Bidder (Submission/Evaluation of Bid, etc)	Accepted
2	Bid Validity	Accepted
3	Submission of Tax Invoice	Accepted
4	Applicable Taxes & Duties	Accepted
5	Delivery	Accepted
6	Payment Terms	Accepted
7	Risk Purchase	Accepted
8	LD Penalty Clause	Accepted
9	General Terms and Conditions	Accepted
10	Civil Court Clause	Accepted

Annexure-V

Sub: Printing and supply of Wall Calendars and Desktop Calendars for the New Year 2027 - reg.

Enquiry No.: HY126O0150, Dated:12.09.2026.

List of Documents to be attached

Sl.No.	Document Name
1	EMD
2	Commercial Information
3	Letter of Bid (LOB) duly signed by the Bidder
4	Acceptance of Commercial Terms
5	GST Registration Certificate
6	Declaration and No-Banning Certificate duly signed by the Bidder
7	Copies of Previous Purchase Orders placed by State/Central/PSUs/Reputed Companies
8	Any other Documents as per NIT