

**THE SINGARENI COLLIERIES COMPANY LIMITED  
(A GOVERNMENT COMPANY)  
PURCHASE DEPARTMENT, SINGARENI BHAVAN,  
RED HILLS, PO: KHAIRTABAD, 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: HY123O0228 DT: 13.09.2023**

**DT: 13.09.2023.**

**SUB: QUOTATIONS FOR SCANNING & INDEXING OF OLD RECORDS OF  
ESTATES DEPT., OF ALL AREAS – REG.**

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**ENQ CLOSING DATE: 20.09.2023 ON OR BEFORE 3.00PM**

**ENQ OPENING DATE: 20.09.2023 AFTER 3.00 PM**

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

| Sl. No. | Material Description  | Quantity                  | Unit | Basic Rate/page for A-4 size |
|---------|---|---------------------------|------|------------------------------|
| 1       | SCANNING & INDEXING OF OLD RECORDS OF ESTATES DEPT., OF ALL AREAS | 164800<br>(Approximately) | NOS  |                              |

**NOTE: A) BASIC PRICE: THE BIDDERS ARE REQUESTED TO QUOTE BASIC RATE/PAGE FOR A-4 SIZE DOCUMENT.**

**B) EXECUTION OF THE WORK: THE WORK IS TO BE CARRIED OUT IN ESTATES DEPARTMENT OF ALL AREAS OF SCCL AS PER THE DETAILS GIVEN BELOW:**

| Sl.No. | Area  | No. of documents for scanning |
|--------|---|-------------------------------|
| 1      | Corporate-Estates Department, Kothagudem    | 20,000                        |
| 2      | Kothagudem Area-Estate Department           | 15,000                        |
| 3      | Yellandu Area-Estate Department             | 3,000                         |
| 4      | Manuguru Area-Estate Department             | 11,000                        |
| 5      | Bhupalpalli Area-Estate Department          | 20,000                        |
| 6      | RG-1 Area-Estate Department                 | 20,000                        |
| 7      | RG-2 Area-Estate Department                 | 20,000                        |
| 8      | RG-3/APA Area-Estate Department             | 8,000                         |
| 9      | Srirampur Area-Estate Department            | 20,000                        |
| 10     | Mandamarri Area-Estate Department           | 7,800                         |
| 11     | Bellampalli (Goleti) Area-Estate Department | 20,000                        |
|        | <b>Total</b>                                | <b>164,800</b>                |

The approximate distance from Hyderabad to different Areas is 250 KMs to 300 KMs.

For the purpose of scanning other than A4 size document (ie., page) ,  
 A3 size document shall be considered equivalent to 2 nos. of A4 size document,  
 A2 size document shall be considered equivalent to 4 nos. of A4 size document,  
 A1 size document shall be considered equivalent to 8 nos. of A4 size document,  
 A0 and bigger size document shall be considered equivalent to 16 nos. of A4  
 size document.

However, the firm has to quote rate for A4 size document (ie., Page).

### **Technical Specifications:**

The work shall be carried out as per the following work process

Scanning:

The document has to scan properly to ensure proper readability of scanned document. If required, for this purpose Overhead scanning process is to be used. The binding of documents (if any) should not be disturbed or damaged in this regard. Some (approx. 2% in total) of the maps/plans which are A0 or bigger size to be scan on 44" wide format Color scanner. Correct positioning of maps/plans to be ensured in soft copy as well as physical document in sequence as in original after scanning. Registers with A2 size sheets (approx. 5% in total) are to be scanned by using book scanner and stitched for single view of left and right pages.

Cleaning of scanned document:

The document that has been scanned has to be cleaned for any blur or any other shading effects to ensure clarity in the contents of the document.

Search Software / Retrieval of scanned document:

The Search software has to be prepared in the required format and standard to ensure searching capabilities. The software should support central server architecture of warehousing of scanned data.

Design of search queries: Search programme should be provided to achieve refined searching as required to minimize / optimize the response time. If required search results can be stored in to a separate file / cached for future use and additional standard search schemas can be defined as required from time to time. This will enable the usage of contents in disk and software usage more friendly.

Scanning and Capture tool is required in software for direct scanning & importing of documents in to search software.

Full text search is required for unknown search across the repository of documents stored in search software. If any 3rd party software required for this should be included in quotes.

**Source Code & database Schema:**

The source code of search software along with the database schemas should be provided, to enable to add scanned documents at a later date to the existing repository of scanned documents.

**Meta Data entry:**

The Meta data entry, related to fields required indexing / searching for known search should be done by the bidder as per each department's requirements.

**OCR:**

Optic character Recognition software has to be run on the scanned page after cleaning. The resulting output should be stored in PDF format.

**Corrections:**

As the documents are scanned for preserving and retrieval, their original shape has to be maintained. As such, corrections shall not be made without the consent of the user.

**PDF Formatting:**

The PDF format has to be properly indexed and be stored in a retrievable Form

**Indexing and Pre Release:**

The indexing and pre-release should upload the files in to search software as per the each department's requirement. A separate site with login credentials is requires for each department. After testing the pre-release versions of software and the scanned data, Data should be copy in to Portable HDD for final delivery.

**Final testing and release:**

A Portable HDD should be prepared and tested for final release by the firm based on final testing feedback.

**Confidentiality:**

The entire process of the work should be carried out in strict confidentiality and a bond has to be executed with SCCL.

**Scope of work of SCCL:** A room with Air conditioning facility to accommodate over Head Scanner and another room to carry out the job at free of cost. Power will be SCCL scope.

**Firm's scope:** Over Head Scanner and related accessories to carry out scanning work. The Firm has to make own arrangements of transportation, accommodation, boarding etc., at all Areas. The SCCL will not provide any transportation, accommodation, boarding etc.

Scanning and indexing:

LD penalty:

LD penalty is applicable after 100 working days from the date of purchase order @ 1% of the price for each week or part thereof to a maximum of 10% subject to force majeure conditions

Payment term:

100% payment within thirty days after completion of the job work and certification from GM (Estates) on month to month basis.

Other terms for converting to A4 size paper

For the purpose of scanning other than A4 size document (ie., page) , A3 size document shall be considered equivalent to 2 nos. of A4 size document,

A2 size document shall be considered equivalent to 4 nos. of A4 size document,

A1 size document shall be considered equivalent to 8 nos. of A4 size document,

A0 and bigger size document shall be considered equivalent to 16 nos. of A4 size document.

However, the firm has to quote rate for A4 size document (ie., Page).

Whenever scanning is being done for other than A4 size document (ie., Page) , payment will be advised proportionately as said above, on certification from user Department.

**Supply & Delivery period : The Work to be carried out in Estates Department of all Areas of SCCL as per the details given at page no.1.**

Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.

**NOTE: FIRMS ARE REQUESTED TO MENTION DELIVERY PERIOD, HSN CODE, OFFERS WITHOUT ABOVE, WILL NOT BE CONSIDERED FOR FURTHER PROCESS**

**NOTE:** Submit sealed covers. These covers to be submitted with Enquiry No. date & Address of SCCL and Firms name.

- 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. 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).
- h. 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.
- i. M/s SCCL will not, in any way, be responsible for any postal delay.
- j. Separate cover may be used for each quotation. Quotations of different enquiries put in single cover will not be considered.
- k. Scanning is being done for A-4 size and other than A-4 size document (i.e. page), payment will be made within 30 days on certification from user Department as mentioned at page no-1.
- l. YOU HAVE TO SUBMIT YOUR BANK DETAILS FOR RTGS/ONLINE PAYMENTS.

**Tax retention clause:**

- A) 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.10.00 Crores or above in the financial years 2020-21, 2021-22 & 2022-23 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.10.00 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 2020-21, 2021- 22 & 2022-23 EXCEEDS Rs.10.00 CRORES.

- D) 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 2020-21, 2021-22 & 2022-23 is less than the Rs.10.00 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.   |                           |                     |

- E) NOTE: FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.

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

**DGM(PURCHASE)HYD/HOD**