



**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Government Company)**

PURCHASE DEPARTMENT, HYDERABAD 500004

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**Enquiry No: HY125O0108**

**Dt: 16.07.2025.**

**SUBJECT: PROCUREMENT OF HAND SANITIZERS OF 500 ML.**

**ENQUIRY CLOSING DATE: 28.07.2025 ON OR BEFORE 3.00 P.M.**

**ENQUIRY OPENING DATE: 28.07.2025 AFTER 3.00 P.M**

NOTE: WHILE QUOTING PLEASE INCORPORATE THE FOLLOWING INFORMATION  
OUR NIT SINO., DESCRIPTION OF ITEM, MAKE & SPECIFICATIONS ETC.

Sl.No	Item Code	Material Description.	Qty	Unit
01	1904020525	<b>HAND SANITIZER-500ML</b> FORMULATION: A. Ethanol 80% v/v B. Hydrogen peroxide 0.125% v/v C. Glycerol 1.45 v/v D. Distilled water	6700	NOS

**NOTE: FOR DESTINATION SHALL BE MAIN HOSPITAL KGM**

**TERMS AND CONDITIONS:**

- 1) PLEASE MENTION ACCEPTANCE OF VALIDITY PERIOD (120 DAYS), PAYMENT TERMS (WITHIN 30 DAYS) AND TAX RETENTION CLAUSE AS PER NIT. OFFERS WILL NOT BE ACCEPTED WITHOUT THE ABOVE ACCEPTANCE.
- 2) APPLICABLE GST AND HSN CODE SHOULD BE MENTIONED AGAINST EACH ITEM. SPECIFICATIONS SHOULD BE MENTIONED CLEARLY
- 3) THE ITEMS SHOULD HAVE MINIMUM 80% OF ITS TOTAL SHELF- LIFE FROM THE DATE OF SUPPLY. OFFER VALIDITY MUST BE FOUR MONTHS. THOSE WHO OFFER LESS PERIOD WILL BE DISQUALIFIED
- 4) THE ITEMS SHOULD HAVE MINIMUM 80% OF ITS TOTAL SHELF- LIFE FROM THE DATE OF SUPPLY. OFFER VALIDITY MUST BE FOUR MONTHS. THOSE WHO OFFER LESS PERIOD WILL BE DISQUALIFIED
- 5) QUOTATIONS SHOULD BE SUBMITTED IN THE FOLLOWING PROFORMA ONLY, FAILING WHICH THE OFFER WILL NOT BE CONSIDERED.

OUR NIT SI.NO	DESCRIPTION OF ITEM	MFG NAME	MRP	PRICE QUOTED FOR EACH UNIT	GST
1	2	4	5	6	7

- 6) **Offers are invited from vendors located in Hyderabad/Secunderabad vendors only will be considered.**
- 7) **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.
- 8) **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.**
- 9) **The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.**
- 10) **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**

#### **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 MAIN HOSPITAL, THE S.C.CO.LTD, KOTHAGUEDEM** 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 **MAIN HOSPITAL, THE S.C.CO.LTD, KOTHAGUEDEM**.
- 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 **MAIN HOSPITAL, THE S.C.CO.LTD,KOTHAGUEDEM** and on certification of **Addl.CMO (MH), KOTHAGUEDEM Area.**
- o. **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) MATERIAL to be supplied within 15 days 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) From 01.11.2022 onwards all the vendors whose turnover is more than Rs.10 Crores or above in the financial years 2022-2023 ,2023-2024 & 2024-2025 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.10 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 2022-2023 ,2023-2024 & 2024-2025 EXCEEDS Rs.10 CRORES.**

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

**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 : 2022-2023 ,2023-2024 & 2024-2025 .  
is less than the Rs.10 crores**

<b>Name:</b>	<b>Designation:</b>	<b>Company Name:</b>
<b>GSTIN</b>	<b>E-invoicing applicability</b>	<b>SEZ Status (Yes/No)</b>

**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.**

**SE (E&M) / HYD.**

**DGM(PURCHASE)HYD/HOD.**