



THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
HYDERABAD PURCHASE DEPARTMENT
TELANGANA (STATE)

CIN:U10102TG1920SGC000571
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Company Web site: www.scclmines.com

SCCL GST No : 36AAACT8873F1Z1

NOTICE INVITING TENDER

SUB: QUOTATIONS FOR ANNUAL MAINTENANCE (COMPREHENSIVE) OF L&T 616 EPABX SYSTEM WITH 15 NOS OF INSTRUMENTS AND WIRING MAINTENANCE WORKING AT DIRECTORS CAMP OFFICE, SINGARENI BHAVAN FOR A PERIOD OF TWO YEARS – REG.

Enquiry No.	HY126O0097
Enquiry Date	18.07.2026
Mode of Enquiry	Open Enquiry
Number of Sources	Single
Due Date & Time for submission of Tenders	23.07.2026 before 3.00 PM
Due Date & Time for opening of Tenders	23.07.2026 after 03.00 PM
Mode of Tendering	Single Cover

1. The contract period is for a period of two (2) years and the period of contract will be extended for another six months based on satisfactory performance.
2. **Experience**: The firm should have at least three years of experience in reputed organizations as on date of submitting offer in providing comprehensive maintenance of EPABX system. The firm should submit relevant documents in proof to that effect.

(A) Quotation for Annual Maintenance (Comprehensive) of L&T 616 EPABX system with 15 nos. of instruments and wiring maintenance working at Directors Camp Office, Singareni Bhavan for a period of Two years

ITEM SL. NO.	MATERIAL DESCRIPTION	UNIT	QUANTITY	BASIC PRICE PER 15 NOS./ QUARTER	TOTAL AMOUNT FOR TWO YEARS (8 QUARTERS)	GST
1	ANNUAL MAINTENANCE (COMPREHENSIVE) OF L&T 616 EPABX SYSTEM WITH 15 NOS OF INSTRUMENTS AND WIRING MAINTENANCE WORK AS PER SCOPE OF WORK, TERMS & CONDITIONS FOR A PERIOD OF TWO YEARS	Quarter	08 Quarters (Two years)			

NOTE

- Offers are invited from vendors located in Hyderabad/Secunderabad vendors only will be considered.
- The bidders are requested to quote basic rate per Quarter.
- The offered rate should be inclusive all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
- The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
- Experience:** The firm should have at least three years of experience in reputed organizations as on date of submitting offer in providing comprehensive maintenance of EPABX system. The firm should submit relevant documents in proof to that effect.
- Evaluation:** The L1 status of the bidders would be arrived based on the lowest total value. ***If more than the one bidder stands in L1 position, draw will be conducted for selection of successful bidder.***

(B) TERMS & CONDITIONS:

- Scope of work:** Maintenance service shall consist of preventive and comprehensive maintenance of EPABX system including replacement of spare parts (faulty/defective cards) carrying out periodical preventive maintenance of telephones i.e., repair of defective telephones by replacing necessary spares without any additional cost.
- AMC for the cabling covers the detection of cable faults location, rectification and jointing / connecting pairs available etc. In case the cable becomes unserviceable SCCL will supply new cables.

- 3) The AMC does not cover sealed maintenance free batteries. In case the sealed maintenance free batteries are to be replaced, SCCL will procure the same. The sealed maintenance free batteries are to be connected to the system free of cost.
- 4) One Service personnel should be deputed twice a week for inspection and extending necessary service.
- 5) Preventive maintenance shall be extended at least once in a month apart from breakdown calls.
- 6) One set of SMPS unit, line card one number and one trunk cord and sufficient number of necessary spares required for Telephones and system should be kept with Service personnel in order to avoid delay in re-commissioning the systems. Standby telephones would be kept in SCCL Office to arrange immediate replacement.
- 7) Any complaint from C&MD's and Directors' Offices should be attended and rectified immediately.
- 8) Any telephone complaint should be cleared within two hours or standby telephone should be provided.
- 9) Any cable complaint should be rectified as fast as possible.
- 10) The contractor is not liable for any loss or damages caused due to electric short circuit, natural calamities, God's acts, theft/pilferage, tampering by unauthorized persons etc.
- 11) Payment will be made on quarterly basis, within 15 days after completion of that quarter after submission of satisfactory performance report from concerned authority along with invoice, duly deducting statutory taxes.
- 12) Transportation and other charges to the service personnel of agency will not be paid by SCCL.
- 13) Any compensation to be paid for accidents/injuries to agency personnel should be paid by the agency and SCCL remains absolved of the responsibility of payment of such compensation.
- 14) The rates include cost of spares, accessories, salaries of service personnel. The AMC covers preventive and comprehensive maintenance. The rate shall be firm till completion of the AMC period. The rate quoted shall be inclusive of all applicable taxes and all other liabilities as per the labour rules amended from time to time. No claim whatsoever for any extra payment will be entertained at a later date. The Agency at a later date shall not make any pleas of ignorance of relevant laws and shall not blame SCCL for any such ignorance on their part. All the statutory taxes such as Income Tax, GST, Service Tax, TOT, EPF, ESI, VDA, Administrative Charges, Service charges etc., must be borne by the agency and their rates applicable shall be as per government orders/amendments issued from time to time. SCCL shall not be responsible for any liability of what so ever nature under this contract. In case of any such liability, the SCCL stands indemnified by the Agency.

- 15) If there is any increase of GST, as per Government orders, during the contract period, the enhanced portion of Tax will be paid by SCCL. If it is reduced, the same should be passed on to SCCL.
- 16) Shifting of telephone is to be done at free of cost. However, cable used for shifting is extra.
- 17) Any damages caused by the personnel of the Agency to SCCL property has to be made good at their cost.
- 18) The AMC should be for a period of TWO Years.
- 19) Penalty – The following penalties will be imposed in case the breakdown/scheduled visits are not attended to make the systems in working condition as detailed below:
 - a) Up to 24 hours : No penalty.
 - b) Delay above 24 hours : 5% of AMC cost of particular month.
- 20) The agency is advised to visit the SCCL Office/site before submission of their offer.
- 21) The GM (Coordination), SCCL reserves the right to accept/reject any of the offers of any/all the Agencies without assigning any reasons thereof. The decision of the GM (Coordination), SCCL will be final. The GM (Coordination), SCCL reserves the right to allot the work to one agency or to more than one agency as per the discretion of the authority.
- 22) SCCL reserves the right to cancel the allotted tender work during the Contract period at any time without assigning any reason with one month notice. If the Tenderer wants to withdraw, he should give 90 days notice and in such case Security Deposit shall be forfeited.
- 23) The written agreement to be entered into between the Agency and SCCL shall be the foundation of the rights of both the parties and contract shall not be deemed to be completed, until the agreement has first been signed by the Agency and then by the proper officer authorized to enter into contract on behalf of SCCL and a Non Judicial stamp paper of worth Rs.100/- shall be submitted by the agency on receipt of order for the same.

(C) 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. 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.

6. 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 'A' 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.

NOTE: BOTH COVERS WILL BE OPENED ON SAME DATE.

7. **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.
8. **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.
9. Bidders are required to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.
10. **OFFER VALIDITY:**
Bidder shall keep the offer validity 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, 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.
12. **LAWS APPLICABLE:**
The contract shall be governed by the Laws of Indian Union for the time being in force.
13. **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.

- (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 civil court 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 civil court proceedings equally.
 - (d) 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.
14. **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.
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. **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.
17. **TERMINATION:**
- a) **Termination for not commencing the work:**
SCCL reserves the right to terminate the work in case the successful tenderer fails to commence the work within 30 days from the date of receipt of LOI/work order.

b) Termination of work due to poor performance:

SCCL reserves the right to terminate the work, with the services provided by the successful tenderer is found to be unsatisfactory at any stage during the contract period or fails to deploy the manpower or the progress of work is not satisfactory or the work is stopped due to the failure on the contractor's part or it is observed that the contractor is not being executed to the entire satisfaction of SCCL.

c) SCCL reserves the right to terminate the contract work during the contract period at any time with 7 days notice.

18. **CORRESPONDENCE AFTER PLACING ORDER:**

After placing the order, correspondence related to issues regarding contract terms and conditions shall be made with the Admn.Manager, Hyderabad / the officer-in-charge only. In case the issues are not settled at Admn.Manager, 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.

19. **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
(A Govt. Company)
Purchase Cell, 1st Floor
SINGARENI BHAVAN
HYDERABAD - 500004

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

FORMAT OF LETTER OF BID (LOB)

LETTER HEAD OF BIDDER

To
The Dy.General Manager (Purchase)
The Singareni Collieries Company Limited
Singareni Bhavan, Redhills, Lakdikapool,
HYDERABAD – 500004

Sub: AMC (comprehensive) of L&T 616 EPABX system with 15 nos. of instruments and wiring maintenance working at Directors Camp Office, Singareni Bhavan for a period of 2 years - Reg.

Ref: HY126O0097, dt.18.07.2026.

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** Authorised person of bidder)

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

Authorised signature
Firm' Stamp

**COPIES OF FOLLOWING DOCUMENTS TO BE ENCLOSED ALONG WITH
TENDER DOCUMENT**

1. **Experience**: The firm should have at least three years of experience in reputed organizations as on date of submitting offer in providing comprehensive maintenance of EPABX system. The firm should submit relevant documents in proof to that effect.
2. Submit e-invoice, if turnover exceeds Rs.10.00 crores in any of the financial years starting from 2023-24, 2024-25 & 2025-26.

If not exceeds, Firm has to give following undertaking.

PROFORMA

Our turnover is not exceeded Rs.10.00 crores during Financial years from 2023-24, 2024-25 & 2025-26.

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

Authorised signature
Firm' Stamp