



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

CIN:U10102TG1920SGC000571

e-mail.ID:pd_hyd@scclmines.com.

Company Web site: www.scclmines.com

SCCL GST No:36AAACT8873F1Z1

NOTICE INVITING TENDER

Sub: Quotations for empanelment for providing Air ticketing, Hotel accommodation, Transport and allied services to SCCL for three years – Reg.

Enquiry No:	HY119O0351
Enquiry Date:	21.01.2020
Mode of Enquiry	Open Enquiry
Number of Sources	Multiple Sources
Due Date & Time for submission of Tenders	27.01.2020 before 3.00 PM
Due Date & Time for opening of Tenders	27.01.2020 after 03.00 PM
Mode of Tendering	Two Cover

1. Tenders are invited for empanelment for providing the following services for a period of three years.

Sl.No.	Description of work
1	Air Ticketing – Domestic
2	Air Ticketing – International
3	Hotel Accommodation – Domestic
4	Hotel Accommodation – International
5	Transport – Domestic
6	Transport – International
7	Cancellation of Tickets – Domestic
8	Cancellation of Tickets – International
9	Postponement / Preponement of Tickets - Domestic
10	Postponement / Preponement of Tickets - International
11	Providing VISA Services
12	Providing Passport Services
13	Meet and Assist Services
14	Booking of Train Tickets – Domestic and International
15	Block of Tickets - International

2. **EMD APPLICABLE:** Bidder shall submit bids with EMD of Rs.2,00,000.00 (Rupees Two lakh only) and EMD in original in the form of Demand Draft is to be submitted to the Singareni Collieries Company Limited payable at Hyderabad along with Bids. Otherwise bid is liable for rejection.
3. The following services are to be provided.
 - a) Booking/Canceling of Air tickets Domestic, International and delivery of the same at SCCL Office to send the concerned persons/officials as per the requirement in various cities.
 - b) Reserving and confirming Hotel accommodation at various cities in India and Abroad as per the requirement of SCCL.
 - c) Providing transport arrangements at various cities in India and Abroad as per the requirement of SCCL.
 - d) Any other related services at various cities as per the requirement of SCCL.
 - e) Arranging Passports, Visas to various Countries etc.
 - f) Liaison with various organizations in India and Abroad to assist Executives/Staff stranded in other Countries due to cancellation of Flights or any other reasons.
 - g) The Agency has to provide 24x7 call service.
4. The contract shall be for a period of three (3) years and the period of contract will be extended for one more year based on satisfactory performance of the work.
5. The average turnover per the year of the Agency should not be less than Rs.5.00 Crores in the last three completed financial years i.e.2016-17, 2017-18 & 2018-19.
6. A Copy showing minimum 3 years of experience in last 5 completed financial years (2014-15 to 2018-19) in subject services at State/Central/PSUs/Reputed Companies. The firm should submit relevant documents in proof to that effect.
7. The Agency shall nominate a person/Officer from the Agency to be available to the Administrative Manager, SCCL, Hyderabad for liaison and the address and telephone/cell number etc., of such person/official shall be furnished to the Administrative Manager, SCCL, Hyderabad.
8. The contract can be terminated by giving one month notice.
9. If the services provided by the Agency are found to be un-satisfactory, a penalty of 10% of the monthly bill will be levied. Prior to this, a notice will be served for improvement. If no improvement is made in spite of levying the penalty and notices, contract will be terminated and EMD will be forfeited and no claim whatsoever shall be entertained. SCCL reserves the right to evaluate performance of the Agency and decision of the SCCL is final in this regard.
10. GM (Co-ordination) reserves the right to accept/reject any of the offer or all the offers without assigning any reason thereof. The decision of GM (Co-ordination) will be final.

11. The written agreement is to be entered into between the Agency and SCCL with our order terms and conditions on Rs.100.00 non-judicial stamp paper within one week from the date of awarding contract.
12. (a) The Technically acceptable Agencies shall be shortlisted based on eligibility criteria as per the SCCL requirement. Total 5 firms would be awarded @ 20% of the proposed value i.e. Rs.1,00,00,000.00 (1 Crore) for each firm for a contract period of 3 years. If more than the 5 firms are Technically accepted, preference would be given for existing & experience contractors and % of allocation of funds will be finalized as per decision of GM (CDN)/Admin.Manager.
- (b) If technically acceptable firms are less than the 5, % of allocation of funds will be finalized as per decision of GM (CDN)/Admin.Manager to the eligible firms.
- (c) If any new firm (*not executed similar works in SCCL*) is technically qualified, Rs.25,00,000.00 would be allotted for a period of 3 years i.e. @ 5% of the total proposed value of Rs.5,00,00,000.00 and balance amount will be distributed to other experienced (*executed similar works in SCCL*) firms as per decision of GM (CDN)/Admin.Manager.

Note: *The above proposed value is not fixed value & there is no guarantee of maximum/minimum business and it may increase or decrease from time to time based on requirement during the contract period of three years.*

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 Annexure I & II.
- 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 contains Annexure I & II.

- 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.
- 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:** No 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. **EARNEST MONEY DEPOSIT (EMD):**
 - a. **Submission of EMD:**

The EMD shall be Rs.2,00,000.00 (**Rupees two lakh 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.

There is no exemption in submission of EMD for any category of Bidders.

b. 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.

9. **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.

10. **LAWS APPLICABLE:**

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

11. **PAYMENT TERMS:**

Payment will be released fortnightly after duly certified by GM (CDN) / Admn. Mgr, Hyderabad.

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. **WORK AND PAYMENT DURING ARBITRATION:**

Work under the contract, shall if reasonable, continue by mutual agreement during the arbitration 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.

14. CORRESPONDENCE AFTER PLACING ORDER:

After placing the order, correspondence related to issues regarding supplies, payments & penalties shall be made with the consignee only. In case the issues are not settled at consignee level, correspondence shall be made with the GM (CDN), Hyderabad. In case the issues are not settled at this level, correspondence shall be made with Director (Operations). In case the issues are not settled at this 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, GM (MP), Director (Operations) and C&MD.

15. 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
Red Hills, Khairatabad
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 Deputy General Manager (Purchase)
The Singareni Collieries Company Limited.,
Singareni Bhavan.,
Redhills, Lakdikapool, Hyderabad.
PIN – 500004

Sub: Empanelment for providing Air ticketing, Hotel accommodation, Transport and allied services to SCCL for three years – Reg.

Ref: HY119O0351, dtd:21.01.2020.

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 :

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

1. A Copy showing minimum 3 years of experience in last 5 completed financial years (2014-15 to 2018-19) in subject services at State/Central/PSUs/Reputed Companies. The firm should submit relevant documents in proof to that effect.
2. Annual Turnover : The Agency should have minimum average turnover per year (i.e.,Rs.5.00 Crores) in last three completed financial years i.e., for the years 2016-17, 2017-18 & 2018-19 certified by Chartered Accountant in the following format :

Year	Turnover in Rs.Ps.
2016 – 2017	
2017 – 2018	
2018 - 2019	

3. The following documents are to be submitted.
 - i) Order copies of services carried out, if any.
 - ii) Proof of average turnover certified by Chartered Accountant.
 - iii) Copies of Registration/Recognition/Accreditation certificates of Travel Agents Association of India, IATA various Airlines, Ministry of Tourism/Railways/Civil Aviation, Hotel Federations & RBI etc.
 - iv) Agency profile and organization chart with list of Branches and all relevant details.
 - v) Addresses and contacting persons at the Offices in major cities at Domestic and International level.
 - vi) Trade License/Agency incorporation certificate.
 - vii) Details of PAN card.
 - viii) Details of GST registration.
