



THE SINGARENI COLLIERIES COMPANY LIMITED  
(A GOVERNMENT COMPANY)  
PURCHASE DEPARTMENT, SINGARENI BHAVAN,  
RED HILLS, PO: KHAIRTABAD, HYDERABAD – 500004  
TELANGANA (STATE)  
CIN:U10102TG1920SGC000571

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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: HY121O0055 DT: 24.04.2021**

**DT: 24.04.2021**

**ENQ CLOSING DATE: 10.05.2021 ON OR BEFORE 3.00 PM**

**ENQ OPENING DATE: 10.05.2021 AFTER 3.00 PM**

Sub: QUOTATIONS FOR SUPPLY OF PRINTER HP LASER JET PRO MFP M 329 -  
REG.

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

Item SNo	Item Code	Material Desc.	QTY	Unit
1	1605030030	HP LASER JET PRO MFPM 329 PRINTER	1	NOS

**Make: HP**

**SPECIFICATIONS:**

MODEL: HP LASER JET PRO MFPM 329 PRINTER

GUARANTY/WARRANTY: MINIMUM ONE YEAR

**NOTE: OEM/AUTHORISED DEALERS ARE ONLY TO BE SUBMITTED QUOTATIONS. SPECIFIC AUTHORIZATION CERTIFICATE SHOULD BE SUBMITTED ALONG WITH QUOTATIONS**

**DELIVERY PERIOD: TO BE SUPPLIED WITH IN 7 TO 10 DAYS AFTER RECEIPT OF ORDER COPY.**

**SUPPLY: SINGARENI OFFICE, HYDERABAD.**

**FEW FIRMS ARE NOT SUPPLYING ITEMS/MATERIALS AS PER ORDER TERMS AND CONDITIONS. THEIR OFFERS WILL NOT BE CONSIDERED.**

**THE DELIVERY OF THE MATERIAL SHOULD ALSO BE SAME AS PER NIT. IF DELIVERY PERIOD IS NOT AS PER NIT, THEIR OFFERS WILL NOT BE CONSIDERED.**

**NOTE: FIRMS ARE REQUESTED TO MENTION DELIVERY PERIOD, HSN CODE, GUARANTEE PERIOD, MAKE OF THE ITEM IF ANY, OFFERS WITHOUT ABOVE, WILL NOT BE CONSIDERED FOR FURTHER PROCESS.**

**Vendors who can supply within Ten days only should participate in the enquiry.**

**MAKE TO BE MENTIONED.**

1. Offers are invited from **vendors located in Hyderabad/Secunderabad** only will be considered.
2. 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.
3. 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.
4. The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
5. 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.
6. From 01.11.2020 onwards all the vendors whose turnover is more than Rs.500 Crores or above in the financial years **2019-2020, 2020-2021 & 2021-2022** have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.500 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 2019-2020, 2020-2021 & 2021-2022 EXCEEDS Rs.500 CRORES.**

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

**DGM(PURCHASE)HYD/HOD**

**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 / fixed. It may be increased /decreased.
  - g. The material is to be supplied as per the tender enquiry and should be **delivered at M/s Singareni Collieries Company Limited, Hyderabad Office** and no transportation charges will be paid separately unless it is mentioned in the offer clearly.
  - 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 Hyderabad. **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 suBLUE STARequest 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 suBLUE STARequest Invoice till such time the invoice is uploaded. The final payment is subject to compliance of all formalities under GST by the supplier.
  - o. Delivery of material within 10 days receipt of order copy.
- ~~B) NOTE: Firms owner or their representative will be allowed in the O/o. DGM(Purchase), Hyderabad after opening the tenders to know/note down the rates of other firms.~~
- ~~C) Firms are requested to submit authorization letter to their representatives to allow in to DGM(Purchase) Office & without authorization letter no entry will be there to any representative.~~
- ~~D) Also note that tender details (Rates, Brand & GST) will be informed orally & will not be allowed to see other tender documents.~~
- ~~E) SAMPLES WILL NOT BE PROVIDED~~
- F) Materials or Items to be supplied within 7 to 10 days after placement of order.**
- G) Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.

- H) **NOTE: 1. FIRM REPRESENTATIVES ARE NOT ALLOWED TO SINGARENI BHAVAN, SCCL, HYDERABAD OFFICE DUE TO CARONA VIRUS.**  
**2. FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.**

**DY.GM(PURCHASE), HYD**

**ANNEXURE**

**PROFORMA**

**Our turnover during the Financial years 2018-2019, 2019-2020 & 2020-2021  
Is less than the Rs.500 crores.**

**Name:**

**Designation:**

**Company Name:**

<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**