

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
SCCL GST No : 36AAACT8873F1Z1
OTICE INVITING TENDERS (NIT)

ENQ.NO & DATE: HY125O0240 DT: 25.11.2025

DT: 25.11.2025

Sub: - Procurement of 20 NOs of Adobe Acrobat Pro Enterprise Licenses on annual Subscription basis for 1 year at Corporate – Reg.

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ENQ CLOSING DATE: 05.02.2026 ON OR BEFORE 3.00 PM
ENQ OPENING DATE: 05.02.2026 AFTER 3.00 PM

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

SINo	Material Desc.	Qty	Unit
1	ADOBE ACROBAT PRO ENTERPRISE LICENSES	20	NOS

Technical specifications ,Scope of Work, Terms & Conditions as per Annexure

Eligibility as per Annexure

Delivery Period: As per Annexure

Payment Terms: As per Annexure

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.

PRICE FALL CLAUSE: Bidder shall pass on the benefit to the SCCL on its own, in case the bidder sells same item to any Public or Private sectors within a period of 6 months from the date of receipt of order at price less than the price offered to SCCL with same terms and conditions, otherwise, SCCL reserve its right to recover 1½ times the difference amount from the running bills anywhere in the company for the items delivered and to be delivered. In case the running bills amount is not sufficient, SCCL may give notice to pay the amount, the bidders shall pay the amount within 15 days of receipt of the notice, otherwise the amount will be recovered by invoking the Performance Bank Guarantee.

- A. LD Penalty clause:** In the event of supply not being effected within the contractual delivery schedule, liquidated damages @0.5% of basic price, not by way of penalty, of the value of the material per week of delay or part thereof subject to a maximum of 10% is recoverable from the supplier without prejudice to the rights of purchaser to procure the balance material at the risk and cost of the supplier. The payment or deduction of such damages shall not relieve the supplier from the contractual obligation to complete the supply the supply or balance portion thereof in time as stipulated in the contract.

Recovery of any claim towards LD charges, penalty, fee, fine or any other charges from the supplier/vendor will be made along with applicable GST and the amount shall be adjusted with the payment to be made to the supplier /vendor against their bill /invoice or any other dues.

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

NOTE:

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

Vendors who can supply within 4 weeks on receiving the Order copy only should participate in the enquiry. HSN CODE TO BE MENTIONED MAKE TO BE MENTIONED.

- 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. The material is to be supplied as per the tender enquiry and should be delivered at **Central Stores, Kothagudem** 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 our office, Hyderabad.
- 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. 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) From 01.11.2020 onwards all the vendors whose turnover is more than Rs.10 Crores or above in the financial years 2022-2023, 2023-24 & 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.
- C) **BILLS WILL NOT BE ACCEPTED WITHOUT e-INVOICING IF THE AGGREGATE TURNOVER IN ANY OF THE THREE FINANCIAL YEARS 2022-2023, 2023-24 & 2024- 2025 EXCEEDS Rs.10 CRORES.**
- D) Materials or Items to be supplied within 4 weeks after placement of order.
- E) Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.
- F) 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 2022-2023, 2023-2024 & 2024-2025 is less than the Rs.10 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.		

G) NOTE: FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.

Section Officer, Hyderabad

AGM (E&M)/HYD.

ANNEXURE-1

Technical Specifications & Scope of work (SW) for Procurement of Adobe Acrobat Pro Enterprise Licenses for 1 year on annual subscription basis

SW.1. To Procure Adobe Acrobat Pro Enterprise Licenses for a period of 1 year on annual subscription basis: -

SW.1.1 Adobe Acrobat Pro Enterprise Licenses are sought for a period of 1 year on annual subscription basis. Vendors are advised to quote for Adobe Acrobat Pro Licenses for Enterprise for a period of 1 year on annual subscription basis.

SW.1.2 BOM for the required Adobe Acrobat Pro Enterprise Licenses for enterprise solution as mentioned below.

SN	Product description	No.of Licenses	Specifications/features should cover
01	Adobe Acrobat Pro Enterprise Licenses for 1 year on annual subscription basis.	20 Nos.	<p>a). Adobe Acrobat Pro Enterprise Licenses should be of latest edition available in the market and the all the features provided by the OEM in name of Adobe Acrobat Pro Enterprise License should be covered from time to time.</p> <p>b). Following features should be supported.</p> <ul style="list-style-type: none"> • i) Windows and Mac Operating Systems. • ii). Internet Explorer 7, 8, 9, or 10; Firefox Extended Support Release; or Chrome for Windows • iii). Safari 5.1 for Mac OS X v10.6.8; Safari 5.2 or 6 for Mac OS X v10.7.4 or Mac OS X v10.8; Safari 7.0 for Mac OS X v10.9 for MacOS • A wide range of languages Should be supported for the core application features, such as creating, editing, and organizing PDFs. Should be AI assistant enabled for supporting multiple languages.

SW.1.3 Latest Versions of Adobe Acrobat Pro Licenses Should be Provided with AI features.

The latest version of Adobe Acrobat Pro Licenses should be provided with enabled latest AI features to summarize documents, answer questions about their content, and help by extracting key information. Should have the included ability to get one-click summaries of a document, chat with other PDFs and other files to find insights and even generate content like emails or presentations based on the document provided.

SW.1.4. 1 Support across Multiple OS, Language and Browsers

Should Support multiple Operating Systems Preferable Windows / MacOS, Languages including English, German, Chinese, Japanese, Korean, French, Spanish, Italian, Dutch, and more.

SW.1.5 More Effective editing in PDF.

Should allow user to edit paragraphs, lists and tables in PDF files the same which can be done in Word. Should be able to select an image in a PDF and use the editing tool to crop, rotate, delete, or replace it. Edit PDFs with minimal effort from anywhere, on any device. With Acrobat, the user should be able to have instant access to the essential PDF tools needed across desktop, mobile devices and the web. Should provide features to easily edit, create, share, organize.

SW.1.6 Built in Tool to Compress Files.

Adobe Acrobat Pro should include a built-in tool to compress files, and also should allow users to use the free online version of the tool. The desktop version should provide more control with advanced optimization settings, while the online tool should provide a quick way to reduce PDF size.

SW.1.7 Support merge and split files.

Adobe Acrobat Pro should include robust features to both **merge** (combine) and **split** PDF documents. Should allow the user to gather multiple files (including different formats like Word, Excel, PowerPoint, and images) and merge them into a single PDF document. Should provide features to set preferences for the target folder and file labeling for the newly created documents.

SW1.8 Should Support OCR.

Using OCR, the user should be able to

- Convert scans: Acrobat Pro's OCR technology automatically recognizes text in scanned PDFs and other image files, making it searchable and editable.
- Edit recognized text: After OCR is applied, the user should be able to click on the text to edit it, change fonts, and correct mistakes just like which

could be done in a regular document.

- Preserve layout: The software aims to maintain the original table and data layout when converting files, especially when using the specific tools for scanning tables.
- Correct errors: After the OCR process, the user should preview and correct any suspect errors in the recognized text.

SW.1.9 Digital Signing Capabilities.

Should include digital signing capabilities. Should allow the user to apply digital signatures, which use certificate-based Digital IDs, directly within Acrobat Pro. The software should allow the user to create own self-signed certificate or use a cloud-based digital signature from a supported service.

SW.2. Vendor/OEM has to support for issues related to the non-functioning of the software that arise from time to time on rising the tickets from Vendor/SCCL end and escalation matrix to be provided.

SW.3. Regulatory / Compliance Requirements:

The Solution should comply with all the guidelines issued by MeitY & Govt. of India. SCCL has the right to change the compliance/guideline at any point of time, and the service provider must comply with the guidelines.

Delivery Schedules

SW.4. Solution Delivery and Implementation Schedule:

The Service Provider shall be required to deliver and implement the solutions as per following timelines, failing which liquidated damages (LD) as applicable shall be levied.

SL No	Schedule	Timelines
1	Adobe Acrobat Pro Enterprise Licenses for 1 year on annual subscription basis.	Within 04(four) weeks from the date of receipt of the Purchase Order.
2	01(one) year support.	To start immediately after the completion of the installation of Solution.

Eligibility Criteria & Payment terms

SW.5. Minimum Eligibility Criteria

SW.5.1 Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid. The proposal should adhere to the following minimum eligibility criteria.

S.No.	Eligibility Criteria
01	The Bidders must be a Company/LLP/Partnership Firm incorporated in India and registered under the Companies Act/ Limited Liability Partnership Act as applicable.
02	The Bidder must be Authorised/Licensed Partner for OEM as on date of bid submission.
03	Bidders should have experience of executing Minimum one Adobe Acrobat Pro Enterprise Licenses solution implementation in the last 05 years in any government organization/ PSUs/BFSI/ IBA/ PSE/ PSB/ FI/Regulatory Bodies. In case of Govt. orders, self-certification to be submitted by the bidders.
04	Bidders should have a minimum annual turnover of Rs. 10 Lakhs in any one of the last three financial years. The bidder should have positive net worth during the last three financial years. Proof of documents to be provided.
05	The Bidder should not have been blacklisted / debarred or received letter of dissatisfaction at the time of submission of Tender, by Government of India or Central/State PSUs /IBA/ PSE/ PSB/ FI/Regulatory Bodies.
06	The Bidder should not be involved in any litigation which threatens solvency of company.
07	The Bidder should have an office in Hyderabad, India.

Note: Advised the Bidders to submit supporting documents/self-declaration and clearly flag the same.

SW.6.The payment terms: -

SW.6.1 The payment terms are detailed as under.

S.N.	Item Description	Payment details/Frequency
01	Adobe Acrobat Pro Enterprise Licenses for 1 year on annual subscription basis.	Licenses supply and installation of the Software at SCCL locations, duly certified by the GM (IT).

Abbreviations:-

Abbreviation	Description
SCCL	Singareni Collieries Company Limited
PSU	Public Sector Unit
LD	Late Delivery
TDS	Tax Deducted at Source
PO	Purchase Order
IBA	Indian Banks' Association
OEM	Original Equipment Manufacturer
PSB	Public Sector Bank
FI	Financial Institution
LLP	Limited Liability Partnership
OEM	Original Equipment Manufacturer
SW	Scope of Work
BOM	Bill of Material
PDF	Portable document format
MeitY	Ministry of Electronics and Information Technology
BFSI	Banking, Financial Services and Insurance
BI	Business Intelligence
GM	General Manager
IT	Information Technology
AI	Artificial Intelligence
OCR	Optical Character Recognition