



**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](http://www.scclmines.com)**

**SCCL GST No : 36AAACT8873F1Z1**

**NOTICE INVITING TENDER**

**SUB: QUOTATIONS FOR PROVIDING COURIER SERVICES FROM SINGARENI BHAVAN, HYDERABAD OFFICE TO RGM, BPA, SRP REGIONS & STPP, ANYWHERE IN INDIA AND IN TWIN CITIES FOR TWO YEARS –REG.**

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<b>Enquiry No.</b>	<b>HY125O0321</b>
<b>Enquiry Date</b>	<b>26.02.2026</b>
<b>Mode of Enquiry</b>	<b>Open Enquiry</b>
<b>Number of Sources</b>	<b>Single</b>
<b>Due Date &amp; Time for submission of Tenders</b>	<b>23.03.2026 before 3.00 PM</b>
<b>Due Date &amp; Time for opening of Tenders</b>	<b>23.03.2026 after 03.00 PM</b>
<b>Mode of Tendering</b>	<b>Single Cover</b>

1. The contract period is for a period of two years and it shall be extendable for a period of six months based on satisfactory performance.
2. **EMD APPLICABLE:** Bidder shall submit bids with EMD of Rs.3,000.00 (Rupees three thousand only) and EMD in original in the form of Demand Draft is to be submitted to Singareni Collieries Company Limited payable at Hyderabad along with Bids. Otherwise bid is liable for rejection.
3. **EXPERIENCE:** The Agency should have experience of courier services for SCCL/CIL/Govt.Organizations/PSUs. The firm should submit relevant documents in proof to that effect.

4. QUOTATIONS FOR PROVIDING COURIER SERVICES FROM SINGARENI BHAVAN, HYDERABAD OFFICE TO RGM, BPA, SRP REGIONS, STPP, ANYWHERE IN INDIA AND IN TWIN CITIES FOR TWO YEARS

Sl. No.	Service Description	Unit	Rate/Unit Rs. Ps.
<b>1)</b>	<b>COURIER SERVICES FROM SCCL, HYDERABAD OFFICE TO RG-1 REGION</b>		
1.1	UPTO 250 GRAMS WEIGHT	EACH	
1.2	FOR EVERY ADDL 250 GRAMS OR PART THEREOF	EACH	
1.3	PARCELS PER KILOGRAM WEIGHT	EACH	
<b>2)</b>	<b>COURIER SERVICES FROM SCCL, HYDERABAD OFFICE TO WITHIN TWIN CITIES (HYDERABAD AND SECUNDERABAD)</b>		
2.1	UPTO 250 GRAMS WEIGHT	EACH	
2.2	FOR EVERY ADDL 250 GRAMS OR PART THEREOF	EACH	
<b>3)</b>	<b>COURIER SERVICES FROM SCCL, HYDERABAD OFFICE TO BELLAMPALLI REGION (GENERAL MANAGERS OFFICE, BELLAMPALLI, MANDAMARRI &amp; SRIRAMPUR AREAS)</b>		
3.1	UPTO 250 GRAMS	EACH	
3.2	FOR EVERY ADDL 250 GRAMS OR PART THEREOF	EACH	
3.3	BPA REGION - PARCELS PER KG	EACH	
<b>4)</b>	<b>COURIER SERVICES FROM SCCL, HYDERABAD OFFICE TO STPP</b>		
4.1	STPP SRP UP TO 250 GRAMS	EACH	
4.2	STPPSRP EVER ADDL 25 GMS OR PART THEREOF	EACH	
4.3	STPP SRP PARCELS PER KG	EACH	
<b>5)</b>	<b>COURIER SERVICES FROM SCCL, HYDERABAD OFFICE TO ANYWHERE IN INDIA (CITIES LIKE NAGPUR, DELHI, KOLKATTA, CHENNAI ETC)</b>		
5.1	ANY WHERE IN INDIA UP TO 250 GRAMS	EACH	
5.2	FOR EVERY ADDL 25 GRAMS OR PART THERE OF	EACH	
5.3	FOR PARCELS PER KG	EACH	
	<b>Sub Total (1.1 to 5.3)</b>		
	<b>Applicability of GST, extra in %</b>		
	<b>Total</b>		

5. Evaluation: The L1 status will be arrived on overall lowest basic value of the work by taking rates quoted for item nos. 1.1 to 5.3.

However, the L1 firm should match their higher rates for slabs with other firm's L1 rates, if any.

**NOTE:** If more than one bidder stood in L1 status, the successful bidder will be selected through a lottery system to be drawn at O/o GM (CDN) in presence of representatives of Finance & Purchase Depts.

**NOTE:**

1. The bidders are requested to quote basic rate.
  2. The offered rate should be inclusive of all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
  3. The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
  4. Offers are invited from the courier agencies located in Hyderabad/ Secunderabad only.
  5. Offer validity must be four months. Those who offer the validity less than four months will be disqualified.
6. **SCOPE OF WORK:**
- a) FOR RAMAGUNDAM REGION DAK:**
- i) The Dak to be collected from O/o Administrative Manager, 2<sup>nd</sup> Floor, Singareni Bhavan, Redhills, Khairatabad, Hyderabad before 5.00 PM on every working day and receipt must be acknowledged by the section in charge in the register.
  - ii) The collected Dak should be handed over at O/o General Manager, Ramagundam-I Area, The S.C.Co. Limited, Godavarikhani, Peddapalli District within 24 hours from the time of collection.
  - iii) POD's or report documents should be submitted on the 3<sup>rd</sup> day of booking the consignment strictly in the concerned section.
- b) FOR TWIN CITIES DAK (HYDERABAD AND SECUNDERABAD):**
- i) The Dak to be collected from O/o Administrative Manager, 2<sup>nd</sup> Floor, Singareni Bhavan, Redhills, Khairatabad, Hyderabad before 5.00 PM on every working day and receipt must be acknowledged by the section in charge in the register.
  - ii) The collected Dak should be handed over at the concerned vendor addresses within 24 hours from the time of collection.
  - iii) POD's or report documents should be submitted on the 3<sup>rd</sup> day of booking the consignment strictly in the concerned section.
- c) FOR BELLAMPALLI REGION DAK:**
- i) The Dak to be collected from O/o Administrative Manager, 2<sup>nd</sup> Floor, Singareni Bhavan, Redhills, Khairatabad, Hyderabad before 5.00 PM on every working day and receipt must be acknowledged by the section in charge in the register.

- ii) The collected Dak should be handed over at the concerned General Manager offices of Bellampalli, Mandamarri and Srirampur Areas within 24 hours from the time of collection.
- iii) POD's or report documents should be submitted on the 3<sup>rd</sup> day of booking the consignment strictly in the concerned section.

**d) FOR STPP DAK:**

- i) The Dak to be collected from O/o Administrative Manager, 2<sup>nd</sup> Floor, Singareni Bhavan, Redhills, Khairatabad, Hyderabad before 5.00 PM on every working day and receipt must be acknowledged by the section in charge in the register.
- ii) The collected Dak should be handed over at the concerned offices of Singareni Thermal Power Project, Jaipur Village, Mancherial District within 24 hours from the time of collection.
- iii) POD's or report documents should be submitted on the 3<sup>rd</sup> day of booking the consignment strictly in the concerned section.

**e) FOR DAK TO ANY WHERE IN INDIA :**

- i) The Dak to be collected from O/o Administrative Manager, 2<sup>nd</sup> Floor, Singareni Bhavan, Redhills, Khairatabad, Hyderabad before 5.00 PM on every working day and receipt must be acknowledged by the section in charge in the register.
- ii) The collected Dak should be handed over at the concerned vendor addresses booked for the cities like New Delhi, Nagpur, Kolkata, Chennai and any other main cities anywhere in India within 24 hours from the time of collection.
- iii) POD's or report documents should be submitted on the 3<sup>rd</sup> day of booking the consignment strictly in the concerned section.

7. **PAYMENTS:** Payment will be released within one month from the date of completion and certification by Administrative Manager, Hyderabad.

8. **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 reserves the right to seek clarifications in respect of the bids / supporting documents etc. from the bidders by letter / e-mail / fax.
- 3. 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.

4. 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 pricing terms and conditions.
- (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 (both technical & commercial terms) 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.
  - iv. Bidders are required to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.
5. From 01.11.2020 onwards all the vendors whose turnover is more than ₹10.00 Crores or above in the financial years 2022-23, 2023-24 & 2024-25 have to submit e-invoice with QR code printed on it. If the turnover is less than ₹10.00 Crores, then the firm has to declare that they are exempted from e-invoicing requirement and said e-invoicing provisions are not applicable to their company. Towards this, the firm is required to submit undertaking detailed in "ANNEXURE-II" along with Invoice on their letter head.
- Bills will not be accepted without e-invoicing, if the aggregate turnover in any of the three financial years 2022-23, 2023-24 & 2024-25 exceeds ₹10.00 crores.
9. **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.
10. **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.

11. **EARNEST MONEY DEPOSIT (EMD):**

- a. **SUBMISSION OF EMD:** The EMD shall be Rs.3,000.00 (Rupees three thousand 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 Singareni Collieries Company Limited, payable at Hyderabad, Hyderabad District (Telangana State).

- i. No interest will be paid on the EMD. On award of the work, the EMD will be converted in to Security deposit.
- 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.
- v) The information/documents submitted by the bidder proved to be false/ incorrect.

12. **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.

13. **TERMINATION**

- a) Termination for not commencing the work: SCCL reserves the right to terminate the work in case the Contractor fails to commence the work within 30 days from the date of receipt of LOI/work order. In such cases, Security deposit amount of Rs.3,000/- will be forfeited and the Firm will be blacklisted for a period of 2 years.
- b) Termination of work due to poor performance: SCCL reserves the right to terminate the work, with the service provided by the Contractor is found to be unsatisfactory at any stage during the contract period
- c) Termination of work due to work stopped by firm: The work is stopped due to the failure on the Contractor's part or the contractor is not being executed to the entire satisfaction of SCCL.
- d) SCCL reserves the right to terminate the contract work during the contract period at any time with 7 days notice without assigning reason.
- e) The GM (Coordination) may terminate the contract with immediate effect without assigning any reasons, if he is of the opinion that the work is not conducted to his satisfaction & GM (Coordination) shall be sole judge in this regard.

14. **PENALTIES:**

- a) **Penalties in case of termination for not commencing work:** In case of termination of contract under clause 8(a), the Security deposit shall be forfeited.
- b) If the service provided by the Contractor is found to be unsatisfactory, a penalty of 10% from 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, besides black listing of the Contractor for further business with the company and Security Deposit shall be forfeited and no claim whatsoever shall be entertained. SCCL reserves the right to evaluate the performance of the Contractor and the Contractor cannot dispute or question the decision taken by SCCL in this regard.
- c) If the Contractor fails to fulfil the contract terms & conditions and services are stopped due to his failure, contract will be terminated without any prior notice and the Security deposit will be forfeited.
- d) In case of failure to carry out the courier service at any point of time during the contract period, the cost incurred to dispatch in any alternative arrangement will be deducted from the bills/Security deposit under risk purchase clause.

- e) In addition to the above the following is imposed.
- i. A penalty @ Rs.100/- per working day will be charged for non-delivery and non-collection of dak.
  - ii. In case of missing OR loss of DAK and documents carried by contractor 50 % of the bill amount for that month will be recovered.
  - iii. The SCCL will have the right to forfeit the initial Security Deposit (EMD) and additional Security Deposit submitted by the contractor, in case of any loss of dak & documents carried by the contractor's representatives.
  - iv. SCCL shall also have right to impose further penalties like nonpayment of Bills, black-listing the tenderer and recover extra charges like penalties. In case the pending bills and Security Deposit amounts are not sufficient to meet the extra expenditure incurred/to make up the losses by awarding contract to other agencies on higher rates, the SCCL have the right to recourse to the legal action against the tenderer for recovering the extra expenditure.
15. **LAWS APPLICABLE:** The contract shall be governed by the Laws of Indian Union for the time being in force.
16. **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.

17. **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.
18. **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.*

**AGM (PURCHASE)  
The Singareni Collieries Company Ltd  
(A Govt. Company)  
Purchase Cell, 1<sup>st</sup> Floor  
SINGARENI BHAVAN  
HYDERABAD – 500004**

**SCCL Helpdesk Numbers:** 040-23316964  
EPABX Numbers: 040-23142 EXTN: 224 & 230

**Format of Letter of Bid (LOB)**

**LETTER HEAD OF BIDDER**

To  
The AGM (Purchase)  
The Singareni Collieries Company Limited,  
Singareni Bhavan, Redhills,  
Lakdikapool, Hyderabad – 500004

Sub: Quotations for providing courier services from Singareni Bhavan,  
Hyderabad Office to RGM, BPA, SRP Regions, STPP, anywhere  
in India and in Twin Cities for two years - Reg.

Ref: HY125O0321, dt.26.02.2026.

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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 :

## **ANNEXURE - II**

Submit e-invoice, if turnover exceeds ₹10.00 Crores in any of the financial years starting from 2022-23, 2023-24 & 2024-25.

If not exceeds, Firm has to give following undertaking.

### PROFORMA

Our turnover is not exceeded ₹10.00 crores during Financial years from 2022-23, 2023-24 & 2024-25.

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