



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

**SCCL GST No : 36AAACT8873F1Z1**

**NOTICE INVITING TENDER**

**ENQ.NO & DATE: HY123O0281 DT: 31.10.2023**

DATE: 31.10.2023.

**ENQ CLOSING DATE : 22.11.2023 ON OR BEFORE 3.00 PM  
ENQ OPENING DATE : 22.11.2023 AFTER 3.00 PM**

**SUB: QUOTATIONS FOR PRINTING AND SUPPLY OF WALL CALENDARS &  
DESKTOP CALENDARS FOR THE NEW YEAR 2024 – REG.**

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

Item Sl.No.	Material Description	Quantity	Unit
1	PRINTING AND SUPPLY OF WALL CALENDARS – 2024 (TELUGU)	45,000	NOS
2	PRINTING AND SUPPLY OF WALL CALENDARS – 2024 (ENGLISH)	5,000	NOS
3	PRINTING AND SUPPLY OF DESKTOP CALENDARS – 2024	2,000	NOS

**SPECIFICATIONS FOR WALL CALENDARS & DESKTOP/TABLE CALENDARS**

❖ **Specifications for Telugu wall calendars 2024**

1. 170 gsm art paper both side printing
2. 6 sheets
3. Quantity 45000 Nos.
4. Top wire binding
5. 15" width x 20" height size
6. Multi colour printing

❖ **Specifications for English wall calendars 2024**

1. 170 gsm art paper both side printing.
2. 6 sheets
3. Quantity 5000 Nos.
4. Top wire binding
5. 15" width x 20" height size
6. Multi colour printing

❖ **Specifications for Desk top / Table calendars 2024.**

1. 300 gsm foreign art card with online silk coat (F/B)
2. 13 Nos.pages
3. Quantity 2000 Nos.
4. colour : 4 + 4
5. Top wire binding
6. Calendar size 9" width x 9" height # 2 pages (1<(>&<)>13 pages) first and last pages.
7. Display inner page size : (2-12 pages) : 9" width x 7.50" height

**Note : 1) Samples (Calendars/Desktop Calendars) may be inspected at PRO Office or Purchase Office, Singareni Bhavan, Hyderabad before submitting quotations.**

**2) Bidders are requested to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.**

**3) The firm has to supply 4 displaying models out of which one will be selected.**

The contract awarded agency shall supply the earmarked quantity to all Areas including Corporate Office and Singareni Bhavan directly from their source by 20<sup>th</sup> Dec 2023 as detailed below:

Sl.No.	Area	District
1	Ramagundam-I	Peddapalli
2	Ramagundam-II	
3	Ramagundam-III / ALP, APA	
4	Bhupalpally	Jayashankar Bhupalpally
5	Mandarri	Mancherial
6	Srirampur	
7	STPP, Jaipur	
8	Goleti Town Ship, Near Bellampalli	Kumuram Bheem Asifabad
9	Kothagudem	Bhadradi Kothagudem
10	Manuguru	
11	Yellandu	
12	Corporate, Kothagudem	
13	Hyderabad Office	--

**NOTE: The Area-wise quantities for delivery will be informed later by Public Relations Officer, SCCL, Hyderabad.**

**NOTE:**

1. **Eligibility:** The tenderer should have carried out similar job at any of the SCCL offices and enclose order copies

OR

The tenderer should have carried out similar job at any Govt. Departments/Organizations and enclose order copies during the preceding two years.

2. The tenderer should enclose previous order copies of the similar work executed in SCCL/Government Organizations. Tenders without previous order copies will not be considered and will be rejected.
3. **EMD APPLICABLE:** Bidder shall submit bids with EMD of Rs.25,000.00 (Rupees twenty five thousand only) and EMD in original in the form of Demand Draft is to be submitted to the Singareni Collieries Company Limited payable at Hyderabad.
4. Offers from vendors located in Hyderabad/Secunderabad only will be considered.
5. The L1 status of the bidders would be arrived based on the overall lowest rate by taking individual rates offered for Wall Calendars (Telugu & English) and Desktop Calendars.

**Order will be allotted to one firm on overall basis.**

**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.

6. **Payment Terms:** Payment will be released after delivery of the items at Areas and on certification by PRO/Sr.Communication Officer, SCCL, Hyderabad.
7. The offered rate should be inclusive of all taxes other than the GST. The applicability of GST in % shall be clearly mentioned as extra.
8. The bidders offered without any GST, their landed cost will be arrived by taking maximum GST% quoted by other bidders.
9. Offer validity must be four months. Those who offer the validity less than four months will be disqualified.

**(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 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. From 01.11.2020 onwards all the vendors whose turnover is more than ₹10.00 Crores or above in the financial years 2020-21, 2021-22 and 2022-23 have to submit e-invoice with QR code printed on it. If the turnover is less than ₹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 2020-21, 2021-22 AND 2022-23 EXCEEDS ₹10.00 CRORES.**

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 price BID.

(B) Submission of offers:

- i. The Tenderer shall submit bids in two parts i.e., TECHNICAL & COMMERCIAL BID AND PRICE BID in one sealed cover (i.e., Part 'A' & Part 'B') as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
  - Part '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.
  - Part 'B' shall contain price.
- ii. The sealed and superscribed covers 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.

**Both covers will be opened on tender opening date.**

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:** 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. Bidders are requested to quote as per the technical specifications mentioned in the NIT document. Otherwise the offer is liable for rejection.
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. **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.
11. **LAWS APPLICABLE:** The contract shall be governed by the Laws of Indian Union for the time being in force.
12. **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 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 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.
13. **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.
14. **L.D. PENALTY CLAUSE:** In case the firm/Contractor fails to deliver the items as per the order terms and in stipulated time LD penalty is applicable @0.5% of the price for each week or part thereof to a maximum of 10% subject to force majeure conditions.
15. **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.
16. **CORRESPONDENCE AFTER PLACING ORDER:** After placing the order, correspondence related to issues regarding contract terms and conditions shall be made with the PRO, Hyderabad / the officer-in-charge only. In case the issues are not settled at PRO, 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](http://www.scclmines.com) for name and address phone number, and e-mail ID of consignee, area GMs, GM (Purchase), Director (Operations) and C&MD.
17. **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, 1<sup>st</sup> 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 Deputy General Manager (Purchase)**  
The Singareni Collieries Company Limited,  
Singareni Bhavan, Redhills,  
Lakdikapool, Hyderabad – 500004

Sub: Quotations for printing and supply of wall calendars & desktop calendars  
for the year 2024 – reg.

Ref: HY123O0281, dt.31.10.2023.

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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 :



**PROFORMA**

Our turnover during the financial years 2020-21, 2021-22 and 2022-23 is less than the Rs.10.00 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**