



THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
PURCHASE DEPARTMENT, MANUGURU AREA – 507117
DIST: BHADRADRI KOTHAGUDEM– TELANGANA (STATE)
SCCL GST No : 36AAACT8873F1Z1
TIN No.36150117915

TELEPHONE: 08746- 220080 TELE FAX: 08746-222206;
E-mail ID: pd_mng@scclmines.com.
Company Web site: www.scclmines.com

NOTICE INVITING TENDERS (NIT)

Sub: Awarding of Service Contract for Door Delivery of LP GAS (HPCL & BPCL) for a period of 2 years under unit rate system for Manuguru Area - Reg

Enquiry Number	MN124O0097 Dt. 26.10.2024
Bid Submission Start date	06.11.2024 12 Noon
Last date for receipt of Tender	27.11.2024 12 Noon
Tender Opening	27.11.2024 4 PM
Tender Category	Products / Services
Order Type	Firm Order / Rate Contract
Mode of Tendering	Conventional Tender
Number of Sources	Single
Mode of enquiry	Open / Limited / Single (Nomination/Proprietary)
Tender Stages	Single Stage: PQ & Commercial Stage Two Stage:1) PQ Stage-(Technical Bid & Commercial Terms) 2) Commercial Stage-(Price Bid)
Input Tax Credit	Applicable / Not Applicable
Evaluation Type	Item-wise/Item Rate-(Schedule-wise/Tender level)
Currency Type	INR / Multi Currency (INR, Euro, US Dollar, Pound, Australian Dollar & Yen)
Applicability of EMD	Applicable / Applicable (1% / Fixed Amount / Partial Amount / Schedule-wise Amount)

1. Tenders are invited for **Awarding of Service Contract for Door Delivery of LP GAS (HPCL & BPCL) for a period of 2 years under unit rate system for Manuguru Area - Reg**
2. The value of the enquiry is ₹ 3,08,088/-
3. **EMD:** Bidders shall submit an EMD of ₹ 60,000/- (Sixty thousand only) through DD in favour of The SCCL, Manuguru from any nationalized bank.

(Tenderers are requested to drop the sealed Tender in the Tender Box placed at Office of General Manager, Manuguru Area)

Tender Documents may be downloaded from www.scclmines.com >> Tenders>>material Procurement>>Area Tenders
(Please sign all the Tender documents Annexure- I to VII)

SPECIAL TERMS & CONDITIONS :

1. Eligibility:

- The bids are invited from all the interested bidders who can execute the work as per terms and conditions of NIT.
- The Tenderers shall own the vehicle (or) he shall have the lease documents of the said vehicle through which he proposes to transport the LP Gas cylinders.

2. Evaluation criteria: The selection of tenderer shall be made on the basis of lottery system from among the tenders received by the Tender committee.

(a) Draw will be conducted for 3 Nos. of Auto trolleys/ delivery boys. One successful vendor and two standby vendors will be selected in the lottery for HPCL LP Gas Godown.

(b) Also another Draw will be conducted for 1 No of Auto trolley/ delivery boy. One successful vendor and two standby vendors will be selected in the lottery for BPCL LP Gas Godown.

3. Payment Terms: Payment shall be made only on the No. of cylinders delivered per month with due certification of bills by Divisional Manager, SCCC Stores Ltd, Kothagudem.

4. PVC: Firm price.

5. TDS: Will be made at applicable rate as per GST Act.

6. Security Deposit: Applicable. The successful tenderer should deposit **Rs.1,00,000/- (Rupees One Lakh Only) per each vehicle by way of demand draft in favour of The SCCC Stores Ltd, concerned Divisions Bank Accounts of SCCC Stores Ltd payable at** respective Divisions Bank Account of SCCC Stores Ltd, obtained from **any Nationalized Bank** only towards security/caution deposit. The security/caution deposit shall be refunded after three months on completion of the tender period. No interest shall be paid on the security/caution deposit amount.

7. Delivery Schedule/Commencement of work: The successful tenderer shall commence the work on receipt of Order as per the instructions of MD, SCCC Stores Ltd. (Singareni Super Bazar), Kothagudem.

8. Period of contract: 2 years from the date of commencement.

9. Penalty: Delivery of LPG cylinders should be made only to those Customers for whom the cylinders are allotted as per the seniority of booking. In case, if it is proved that the gas is delivered to any Customer whose name is not in the seniority list, the successful Tenderer has to pay a penalty of Rs. 5000/- apart from the cost of LPG refill cylinder for each such case.

10. Any other specific terms required: As per ANNEXURE-II

Annexure-II

Sub: Awarding of Service Contract for Door Delivery of LP Gas (HPCL) for a period of 2 years under unit rate system for Manuguru Area - Reg

Ref: Enquiry No. MN124O0097 Dt. 26.10.2024

Description of Work:

S. No	Description of work	Approx. No. of Cylinders to be Delivered per Month	Unit Rate (workable rate) per Cylinder Rs. Ps.	No. Of Trolleys/ delivery boys required
01	Door Delivery of LPG Cylinders from Hindustan LP Gas Godown, MNG to Residences of Customers	2,500	3.89	3
02	Door Delivery of LPG Cylinders from Bharat LP Gas Godown MNG to Residences of Customers	800	3.89	1

Note: Employees of M/s. SCCL & M/s. SCCC Stores Ltd (Singareni Super Bazar) or their Spouses are not eligible to participate in this tender.

SCOPE OF WORK:

- 1) The selection of tenderer shall be made on the basis of lottery system from among the tenders received by the Tender committee. Draw will be conducted for required Auto trolleys/persons and two more persons will be on standby for each LP Gas Godown.
- 2) The tenderer shall own the vehicle or he shall have the lease documents of the said vehicle through which he proposes to transport the LP Gas cylinders.
- 3) The auto trolley shall not be more than 2 years old and it should be in good condition with all valid documentations.
- 4) The auto trolley should have the minimum capacity to carry 20 LPG Cylinders at a time and it should be customized according to the Oil Company Specifications.
- 5) Each tenderer shall submit a demand draft in favour of the SCCL payable at the different Bank Account of SCCL in different Areas obtained from **any nationalized bank** for and amount of **Rs. 60,000/-** along with the Tender Form towards EMD. Return of EMD to the unsuccessful Tenderer shall be made after finalization of the tenders. The EMD of the successful tenderer shall be refunded after two months on completion of the order period and on satisfactory performance certification from concerned Divisional Manager, SCCC Stores Ltd. No interest shall be paid on the EMD amount.
- 6) The successful tenderer should deposit **Rs.1,00,000/- (Rupees One Lakh Only) per each vehicle by way of demand draft in favour of The SCCC Stores Ltd, concerned Divisions Bank Accounts of SCCC Stores Ltd payable at** respective Divisions Bank Account of

SCCC Stores Ltd, obtained from **any Nationalized Bank** only towards security/caution deposit. The security/caution deposit shall be refunded after three months on completion of the tender period. No interest shall be paid on the security/caution deposit amount.

- 7) The successful Tenderers should sign on Non-Judicial Stamp Paper of required value along with two SCCL Employees as Sureties.
- 8) Delivery of LPG cylinders should be made only to those Customers for whom the cylinders are allotted as per the seniority of booking. In case, if it is proved that the gas is delivered to any Customer whose name is not in the seniority list, the successful Tenderer has to pay a penalty of Rs. 5000/- or as decided by the competent authority apart from the cost of LPG refill cylinder for each such case.
- 9) The Tenderer shall insure the loads and vehicles and submit a copy of the same to M/s. Singareni Collieries Co-op. Central Stores Ltd., (Singareni Super Bazar), Kothagudem. The Tenderer should furnish the Photo Identity of the Driver and others who are engaged on this job to the S.C.Co-op. Central Stores Ltd, (Singareni Super Bazar), Kothagudem.
- 10) The successful tenderer who fails to take-up the contract will forego the EMD and no claim what so ever shall be entertained in this regard and the tender will be awarded next standby persons.
- 11) The Management reserves the right to accept or reject any or all Tenders without assigning any reason whatsoever.
 - (a) The Unit Rate (Workable Rate) for delivery of LPG full cylinder and bringing back the empty LPG cylinder is Rs.3.89 which is not negotiable.
 - (b) The LP Gas cylinders shall have to be delivered at the door step of LPG customers free of cost within a radius of 5 KMs. from HPCL L.P. Gas Godown situated at P.V.Colony, Manuguru and BPCL LP Gas Godown situated at Bombay, Colony, Manuguru. For the distance beyond 5 KMs, the customer has to bear the transportation cost @ Rs.1.50 Ps. per KM per cylinder and the Tenderer has to collect such amount from LPG customers concerned.
 - (c) In case, the successful Tenderer indulges in any sort of mal-practice or fails in successful operation of the contract work, the contract shall be terminated and the next Tenderer in the panel shall be awarded the contract.
- 12) The tenderer should supply full LP Gas cylinders to the customers residences and obtain signature on the counterfoil (LP Gas bill) in accordance with the Refill call Booking Serial displayed at LPG Godown daily.
- 13) Employees of M/s. SCCL & M/s. SCCC Stores Ltd. (Singareni Super Bazar) or their spouses are not eligible to participate in this Tender
- 14) Transportation of LP gas cylinders shall be allowed from 8.00 AM to 6.00 PM (Half an hour lunch break) only on all the working days.
- 15) The successful Tenderers shall not transfer his right or sublet the same to anyone.
- 16) Authorized representative of M/s. SCCC Stores Ltd. (Singareni Super Bazar), Manuguru and the SCCL, shall have the right to enter the premises and inspect the Door Delivery Records.

- 17) Registration papers of Auto Trolley shall be kept with the concerned Divisional Manager, SCCC Stores Ltd., Kothagudem. In case of hired Trolley, the Agreement Bond with Owner of Trolley shall be kept with Divisional Manager, SCCC Stores Ltd, Kothagudem and Xerox copy of all the above has to be enclosed with tender form.
- 18) The successful Tenderers shall ensure that the trolley Driver holds valid Driving License and other valid documents (RC, Pollution, Insurance) the same shall be kept valid throughout the contract period.
- 19) The successful tenderer shall remit the cash collected from customers immediately after every trip without fail and obtain acknowledgement in a register.
- 20) It is the responsibility of the successful tenderer to see that the same cylinders are returned by the customer.
- 21) The refill cylinder should be delivered at the residence of the customer **after carrying out pre-delivery inspection for leakage**, if any, and bring back the empty cylinder collected from the customer to LPG Godown concerned.
- 22) The successful tenderer shall abide by the Rules & Regulations of SCCC Stores Ltd, and statutes like M.V Act, Explosives Act and Civil Supplies Act, EPF Act, Contract Labour (Regulation and Abolition) Act.
- 23) Any breach of contract and or its terms & conditions or unsatisfactory performance of the contractor shall render the successful Tenderer liable for action as per law in force including cancellation of the tender and forfeiture of EMD and security/caution deposit.
- 24) The successful tenderer shall deliver the LPG cylinders at his allotted area of operations in all the working days according to customer booking requirement, Delivery area will be allotted by the concerned Divisional Manager of SCCC Stores Ltd.
- 25) The unit rate (Workable Rate) mentioned above, includes the maintenance of the vehicles deployed for the purpose, fuel charges and the staff deployed by the tenderer.
- 26) The successful tenderer has to satisfy the above Terms & conditions and work shall be awarded initially for a period of 3 months on trail basis. The extension of further period of one year nine months depends on the performance of the tenderer.
- 27) The successful tenderer shall not collect any amount from the customer, other than the cost of LP Gas cylinder in the free zone delivery i.e, 5 kms from the LP gas Godown situated.
- 28) The Contract is liable for **termination** in cases:
 - a) There is continued default by the firm/Contractor for three days and if the concerned officer certifies that the performance of contract is not satisfactory.
 - b) The performance of firm/Contractor is unsatisfactory at any stage.

For **G.M (MNG)**
The Singareni Collieries Company Ltd.
(A Govt. Company)
Manuguru Collieries – 507117

Format of Letter of Bid (LOB)

LETTER HEAD OF BIDDER

To,
The General Manager
The Singareni Collieries Company Limited,
Manuguru Area.
Bhadradi Kothagudem District.
Telangana State
Pin - 507117

**Sub: Awarding of Service Contract for Door Delivery of LP Gas (HPCL & BPCL)
for a period of 2 years under unit rate system for Manuguru Area - Reg**

Ref: Enquiry No. MN124O0097, Dt. 26.10.2024

Dear Sirs,

I/We offer to ~~Supply the Material~~ / **Provide Service** as per our offered rate/price in accordance with the conditions of the NIT document as available in the website.

This Bid and your subsequent Supply/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** Authorised person of bidder)

1. Name of Authorised Signatory :
2. Type of Authorisation :
3. Name of the Bidder :
4. Address :
5. e-Mail Address :
6. Mobile/Telephone Number :
7. FAX Number :
8. Place :
9. Date :

ANNEXURE – IV**Acceptance of Commercial Terms (ACT) and Conditions by the Bidder**

Sub: Awarding of Service Contract for Door Delivery of LP Gas (HPCL& BPCL) for a period of 2 years under unit rate system for Manuguru Area - Reg.

Ref: Enquiry No. MN124O0097, Dt. 26.10.2024

S. No.	Commercial Terms of NIT	Acceptance of Bidder
1	Instructions to Bidder (Submission/Evaluation of Bid, etc)	Accepted
2	Bid Validity(180 days)	Accepted
3	Prices clause including Firm price on FOR Destination/FOB	Accepted
4	EMD & Forfeiture of EMD	Accepted
5	Submission of Cenvat Invoice /tax invoice	Accepted
6	Applicable Taxes & Duties	Accepted
7	Consignee/Destination Point	Accepted
8	Period of contract as per Annexure-I	Accepted
9	Payment Terms as per Annexure-I	Accepted
10	Packing	Accepted
11	Liquidated Damages	Accepted
12	Risk Purchase	Accepted
13	Force Majeure	Accepted
14	Penalty as per Annexure-I	Accepted
15	Security deposit as per Annexure-I	Accepted
16	Currency of Bid	Accepted
17	Price Fall clause	Accepted
18	General Terms and Conditions	Accepted
19	Settlement of disputes clause	Accepted
20	Acceptance for enhancement of value and period of contract by 25% if SCCL desires	Accepted

**Signature of the Bidder
Seal of the Firm**

THE SINGARENI COLLIERIES COMPANY LIMITED
OTHER COMMERCIAL INFORMATION

Subject of the enquiry: Awarding of Service Contract for Door Delivery of LP Gas (HPCL & BPCL) for a period of 2 years under unit rate system for Manuguru Area - Reg			
Enquiry No. MN124O0097, Dt. 26.10.2024			
S. No	Particulars	Details	Remarks, if any
1	Details of EMD (if applicable)		
2	Type of Registration (SSI/NSIC/DGS&D etc.)		
(a)	Document reference no. & date		
(b)	Issued by		
(c)	Registration Number		
(d)	Name of the Registering Authority.		
3	Validity of offer (180 Days From date of Opening of Techno-Commercial Bid)		
4	GST		
(a)	GST Registration Number		
(b)	Rate of GST quoted (If applicable) Asquoted in BoQ	As quoted in Price Bid	
5	PAN NO		
6	Payment details (for EFT)		
(a)	Account Name		
(b)	Banker's Name		
(c)	Branch		
(d)	Address, City/Town, District, State		
(e)	Account type		
(f)	A/c No & EFT No		
(g)	IFSC Code		
7	MSME (Applicable/Not Applicable)		
(a)	If applicable, indicate Registration No. & Registering Authority		
8	Vendor Code of the bidder (if registered in SCCL)		
9	Firm prices: (The prices quoted are FIRM On FOR Destination basis)	The prices quoted are FIRM On FOR Destination basis	

Note: All Taxes and duties mentioned in Commercial Bid are only considered for evaluation.

Signature of the Bidder

Seal of the Firm

PROFORMA FOR PERSONAL DETAILS

Affix Passport size
photo here.

1. Name of the Person/Company/Owner:

2. Address :
Permanent :
Local, if any :

3. Authorized representative :

4. Contact Nos.

Telephone :
Cell :
E-mail :
Fax :

Signature of the owner/representative
(..... Company)



THE SINGARENI COLLIERIES COMPANY LIMITED

(A GOVERNMENT COMPANY)

PURCHASE DEPARTMENT, MANUGURU AREA – 507117

DIST: BHADRADRI KOTHAGUDEM– TELANGANA (STATE)

SCCL GST No : 36AAACT8873F1Z1

TIN No.36150117915

Tender Form for Door delivery of HPCL & BPCL Godown, Manuguru Area

**To
The General Manager,
Manuguru Area**

Sub: Outsourcing of Door delivery of LP Gas cylinders from **HPCL & BPCL**
Godowns at Manuguru Area - Reg.

Ref: Enquiry No. MN124O0097 Dt. 26.10.2024

**I hereby agree to all the terms & conditions of the above enquiry and
hereunder submit my Tender for Door delivery of LPG cylinders .**

1.	Name of the Tenderer	
2.	Detailed address with Phone No. (Xerox copy of Residential proof & PAN card should be enclosed.)	
3.	Vehicle Registration Nos. All the relevant documents ie. Ownership, or Lease , Registration, Insurance etc., Xerox copies are to be enclosed.	
4.	Capacity of the vehicle	
5.	Insurance details of the vehicle.	
6.	Unit rate per delivery of one full cylinder and bringing back empty cylinder	Rs. 3.89 (Three rupees and paise eighty nine only) Rate is fixed for the entire contract period.
7.	EMD amount to be paid	Rs. 60,000 in the form of Original DD , to be submitted with Tender form.
8.	Remarks, if any	

Thanking you,

Place:

Date:

Your Faithfully,

(Signature of the Tenderer)