



(A Government Company)  
**THE SINGARENI COLLIERIES COMPANY LIMITED**

(A GOVERNMENT COMPANY)  
AREA PURCHASE CELL, RAMAGUNDAM AREA -3  
CENTENARY COLONY P.O – 505212  
DIST: PEDDAPALLI- TELANGANA (STATE)  
CIN:U10102TG1920SGC000571  
TELEPHONE: 91-08728-259936, e-mail ID: pd\_rg3@scclmines.com.  
Company Web site: [www.scclmines.com](http://www.scclmines.com)  
SCCL GST No : 36AAACT8873F1Z1

**NOTICE INVITING TENDERS (NIT)**

**Sub: Outsourcing of services for LPG door delivery from BPCL-CNC on Unit rate system for a period of 2 years– Reg.**

**ENQUIRY NO. R3125O0248, Date. 30.01.2026**

Bid Submission start date	:	06.02.2026 Time: At 9:00 AM
Last date for receipt of tender	:	27.02.2026 Time: At 12.00 PM
Tenders Opening	:	27.02.2026 Time: After 3.00 PM
Type of Quotation	:	2 PART
<b>No of Sources</b>	:	<b>Two</b>
Approximate Value(In Rs)	:	1.44 Lakhs
EMD	:	<b>Rs.60,000/-</b>
Offer Validity	:	180 days from the date of opening of tender.

**Venue for opening of Tender:** O/o. SO to GM, RG3 Area.

Bidders to submit the **sealed tender** to General Manger RG3 Area, The Singareni Collieries Company Limited, PO centenary colony-**505212**, Peddapally District of Telangana State

**(or)**

Drop the sealed tender in the Tender Box placed at the office of General Manager, RG3 AREA.

Tender should be posted in sealed registered envelope clearly superscribed with the subject, enquiry number, last date of receipt of tender and date of opening of the tender, without which the covers will not be taken delivery of and would be returned to the sender.

The corrigendum / addendum to this tender, if any, shall also be uploaded on the above website. in SCCL website [www.scclmines.com](http://www.scclmines.com) -> Tenders -> Material Procurement > Area Tenders. **Bidders is advised to carefully read NIT Document and submit their bids as per NIT.**

**For and on behalf of  
The Singareni Collieries Company Limited  
General Manager, RG.III**

Enclosures:

Quantity and terms conditions as ANNEXURE-I  
TENDER SUBMISSION FORM



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**ELIGIBILITY CRITERIA:** Offers are invited from interested bidders who can able to deploy trolleys/delivery boys and able to pay EMD and security Deposit as per NIT.

### **INSTRUCTIONS TO THE TENDERER**

The tenderer shall submit their bid in sealed cover as mentioned below.

- i. Original DD.
- ii. Total tender document signed by bidder on each page.
- iii. Filled Tender form
- iv. Previous order copies, if any

The cover should be distinctly marked with the following on its left hand top corner.

Enquiry Number & Date and name & address of the bidder.

The sealed Quotations are to be submitted duly signed as above to **General Manager, RG3 Area The S.C.Co.,Ltd. PO: Centenary colony, Peddapally Dist., PIN – 505 212** before closing date and time.

Tenderers are requested to submit their quotations accordingly, otherwise offers shall not be considered and no further correspondence will be entertained.



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**ANNEXURE-I**

**List of works**

Sl. No	Work Description.	No. of cylinders to Be Distributed per month	Rate per cylinder (Rs.ps)	Required No. of trolleys/ delivery boys
1	Outsourcing of services for BPCL LPG door delivery in Centenary colony, RG3 on Unit rate system for a period of 2 years	1500 Nos.	4.00	2

**SCOPE OF WORK AND OTHER TERMS AND CONDITIONS:**

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. Contract will be allotted to two qualified firms.
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 an amount of **Rs. 60,000/-** along with the Tender Form towards **EMD**. Return of EMD to the un-successful 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 Managers, 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 tenderer should sign on Non-judicial stamp paper of required value along with two SCCL employees as surties.



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8. Delivery of LPG cylinders should be made only to those customers for whom the cylinders are allotted as per the date 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). 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).
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: 4.00 which is not negotiable.
  - b) The LP Gas cylinders shall have to be delivered at the door steps of the LPG customers at free of cost within a radius of 5 KMs. from respective LP Gas Godown. For the distance beyond 5 KMs. the customer has to bear the transportation cost **@ Rs.3.00 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 tenderer shall not transfer his right or sublet the same to anyone.
16. Authorized representative of M/s. SCCC Stores Ltd. (Singareni Super Bazar), 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., In case of hired trolley the agreement bond with



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owner of trolley shall be kept with Divisional Manager, SCCC Stores Ltd, and xerox copy of all the above has to be enclosed with tender form.

- 18.** The successful tenderer 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, etc.
- 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 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 trial basis**. The extension of further period of six 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.** 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 Tender and forfeiture of FDR and security/caution deposit.
- 29.** Child Labour should not be engaged. Age should be more than 18 years and below 50 Years.



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- 30.** SCCL not responsible for any accidents occurred to the contract/casual labour during the working hours and the contractor is solely responsible for the same. The SCCL is not liable to pay any compensation in case of any accident caused by/to the hired persons or the third party. The owner and the insurance company are only liable to pay any compensation in case of such accident.
- 31. Payment Terms:** 100% Payment along with 100 % Taxes / Duties / Cess / Levies applicable as per terms and conditions of tender will be made **monthly basis on submission of bills with due certification from Divisional Manager, Super Bazaar SCCL Godavarikhani.**
- 32.** The firm shall commence the work within 30 days from date of receipt of letter from **Divisional Manager, Super Bazaar Godavarikhani** and contract period is 2 years from date of commencement.
- 33. RISK PURCHASE CLAUSE:** in case the contractor fails to execute the work within the prescribed Work Completion Schedule as mentioned in the tender and SCCL if forced to get the job done by any other contractor at a higher price the different amount will be recovered from the defaulted Contractor including liquidated damages from pending bills anywhere at SCCL apart from forefeet of EMD paid by the contractor

For and on behalf of  
The Singareni Collieries Company Limited  
General Manager, RG.III



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## **TENDER FORM FOR BPCL LPG GODOWN, RG3 AREA**

To

**THE GENERAL MANAGER,  
RG-III AREA.**

Sub: **Outsourcing of services for LPG door delivery from BPCL-CNC on Unit rate system for a period of 2 years** – Reg.

Ref: **Enquiry No. R3125O0248, Date. 30.01.2026**

I hereby agree to all the Terms and 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. <b>(Xerox copy of Residential Proof &amp; PAN card should be enclosed)</b>	
3.	Vehicle Registration Nos. <b>(All the relevant Documents i.e., Ownership or lease, Registration, Insurance etc., Xerox copies have to be enclosed)</b>	
4.	Capacity of the Vehicle	
5.	Insurance details of the Vehicle	
6.	<b>UNIT RATE per delivery of one full Cylinder and bringing back empty Cylinder.</b>	<b>Rs. 4.00 (Four rupees only). Fixed for entire contract period.</b>
7.	EMD amount to be paid	<b>Rs. 60,000.00 and enclosed Original DD along the bid.</b>
8.	Remarks if any	

Thanking you.

Place: \_\_\_\_\_

Yours faithfully

Date: \_\_\_\_\_

**SIGNATURE OF THE TENDERER**



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