



## THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

Head Office: Kothagudem Collieries – 507 101

CIN: U10102TG1920SGC000571

Corporate Finance & Accounts Department  
P.O. Kothagudem Collieries – 507101  
BhadraChalam Road Rly. Stn. (S.C.Rly)  
BhadradriKothagudem District (T.S.)

GM(F&A): 08744 - 242452  
Fax: 08744-243613  
e-mail: fad\_crp@scclmines.com  
Website: www.scclmines.com

Ref: CRP/FAD/GA/2025-26/4)5

Date: .04.2025

### **NOTICE INVITING TENDER**

SCCL is inviting sealed tender for issue of various insurance policies on expiry of existing insurance policies for the year 2025-26 from Insurance companies registered under IRDA. Rates are to be quoted by the tenderers for each policy separately in the format prescribed in the tender schedule.

Quotations are required to be submitted in **SEALED COVERS** on or before **30.04.2025** by **12.00 Noon** at the O/o. **GENERAL MANAGER (F&A)** at SCCL Head office, Kothagudem. Offers received after the scheduled date & time will not be accepted. Offers will be opened in the Chamber of GENERAL MANAGER (F&A), The S. C. Co. Ltd., at Kothagudem on the **same day at 3.00PM.**

The terms and conditions of NIT are as follows:

(A) Eligibility criteria:

- (i) IRDA registered insurance Companies are only eligible to participate in the bid and IRDA registration certificate is to be enclosed along with the bid.

(B) Commercial terms and conditions:

- (i) Rates should be quoted on all-inclusive basis and net of discounts but excluding GST. GST rate to be shown separately.
- (ii) Rates to be quoted by the tenderers shall be firm for the total contract period.
- (iii) All other terms and conditions are as per IRDA only.

(C) General terms and conditions:

- (i) Tenderers are required to keep their offer valid for 60 days from the date of submission of their bid.
- (ii) Conditional bids will not be accepted/ considered for evaluation.
- (iii) Unit of measurement (UoM) for each policy should be as per NIT and rates are to be quoted by the bidders accordingly.
- (iv) In case SCCL requires any clarification/ documents/ information will be sought under shortfall for maximum of two times and if no reply is received their bids will not be considered for evaluation for that specific policy(s).

- (v) In case of ambiguity of any terms and conditions etc., the interpretation of SCCL will be final.
- (vi) SCCL reserves the right -
  - (a) to accept or reject the bids partially or in full, without assigning any reasons therefor.
  - (b) to insure all or any of the policies listed in the tender without assigning any reasons therefor.
  - (c) to award one or more policies to more than one insurance companies also without assigning any reasons therefor.
- (vii) A representative's cell no, mail id and address is to be furnished for making correspondence with Insurance company.

(D) Evaluation criteria:

- (i) Bids of tenderers who meet the eligible criteria will only be evaluated.
- (ii) Evaluation of bids will be made for each policy separately and will be awarded to L1 bidders.
- (iii) If quoted rates for a policy are equal, negotiations will be made in person or through mails and policy will be awarded to L1 firm.
- (iv) If even after negotiations, the quoted prices for a policy are equal, successful firm will be decided on lottery basis.
- (v) At the time of opening the tender, an authorised representative may be deputed, along with authorisation letter, to attend negotiations, if necessary.

(E) Payment terms and settle of claims, etc:

- (i) Payment of premium for these policies to the awarded Insurance Company will be as under:
  - (a) Initially advance will be paid as per the requisition to the awarded insurance company.
  - (b) Further advances will be paid on exhaust of earlier advance amount.
  - (c) At the end of the contract period, the insurance company should pay back the balance advance amount to SCCL.
  - (d) Monthly statement of account is to be furnished to SCCL in the given format for regularisation of advance amounts.
- (ii) The Insurance company should submit the GST invoice within 7 days for the premium paid on estimation for regularisation.
- (iii) The claims preferred against the policies by the SCCL, the Insurance Company should be settled as follows:
  - a) 75% of the claim amount to be settled within 30 days from the date of lodging the claim, and
  - b) Balance payment to be settled after completion of all required formalities.

  
**General Manager (F&A).**  
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### Tender Schedule

The premium is to be quoted in respect of following policies separately per given unit of measurement on all-inclusive basis but net of discounts and excluding GST. Applicable % rate of GST is to be mentioned.

Sl no	Insurance Policy	Coverage	Unit of measurement	Quoted rate (Rs) or Percentage	% of GST (Extra)
1.	Marine Transit Insurance open policy (inland Insurance).	Transit Coverage under ITC – A with SRCC & RSMD.	Per thousand rupees of consignment value		
2.	Marine open policy or FOB imports from various countries for all risks including WAR & SRCC, Fragile and non-fragile items from the port of loading to the port of discharge and thereafter up to respective inland destinations.	Transit Coverage under ITC – A with SRCC & RSMD.	Per thousand rupees of consignment value		

Note: All other terms and conditions are as per IRDA only.

**Declaration: The above rates are quoted having accepted to all the terms and conditions of the NIT.**

**Signature of the Bidder & Stamp.**

**Date:**