

SUPPLY OF UNIFORM BRANCH TIMINGS FOR THE BRANCHES CONTROLLED UNDER SBI,  
LHO, HYDERABAD.

NIT NO: HYD201904035

Date:23.04.2019



**SBI INFRA MANAGEMENT SOLUTIONS PVT LTD**  
(WHOLLY OWNED SUBSIDIARY OF SBI)

**INVITES TENDERS ON BEHALF OF SBI LHO, HYDERABAD.**

**IN A TWO BID THROUGH E-TENDERING PROCESS.**

**from the Contractors dealing with Art work (submit proof of the same)**

**FOR**

All Branches / Offices under the control of Local Head Office, Hyderabad covering the Secunderabad/ Hyderabad/ Nalgonda/ Warangal/ Nizamabad Administrative offices.

**The Vice president & Head,  
SBI Infra Management Solutions Pvt. Ltd.  
Ground Floor, Adj Commercial Branch, SBI LHO campus,  
Bank Street, Koti,  
Hyderabad – 500 095  
Phone:040-23466310/46**

## NOTICE INVITING TENDER. (NIT)

1.	Name of the Work	Providing / Supplying Branch Timing Board Plates at all Branches / Offices under the control of Local Head Office, Hyderabad covering the Secunderabad/ Hyderabad/ Nalgonda/ Warangal/ Nizamabad Administrative offices
2.	Eligibility of the contractor/ Agency	The agency who are dealing with Art work
3.	Estimated cost of work:	<b>Rs.28,52,500.00 plus GST as applicable</b>
4.	Earnest Money Deposit. (EMD)	<b>Rs. 28,000/-</b> all Drafts/BCs shall be in favour of "SBIIMS, Hyderabad". Payable at Hyderabad.
5.	Quantum of security Deposit	1% of Contract value by way of DD will be held till completion of Defect Liability period(one year)
6.	Tender Cost	<b>Rs.5000/-</b> to be paid through State Bank Collect <b>ONLY</b> as detailed under; 1) login <a href="https://www.onlinesbi.com">https://www.onlinesbi.com</a> 2) Select SB Collect from Top Menu, click the check box and "Proceed" 3) Select "All India" in "State of Corporate/Institution" & Select "Commercial Services" in "Type of Corporate/Institution" then "Go" 4) Select " SBI Infra Management Solutions pvt. Ltd" in Commercial Services Name and "Submit" 5) Select "Tender Application Fee" in "Payment Category" and enter the "Tender ID" exactly as given in first page top of this tender(characters in uppercase only). 6) Fill up all fields such as email, GST No., Mobile No, Vendor/Firm Name etc and make payment. 7) Enclose payment receipt having unique reference Number. along with EMD.
7.	Time of Completion:	<b>15 DAYS.</b>
8.	Payment terms	<b>No advance will be paid . Upon supply of the timing boards total amount will be paid at respective RBO level.</b>
9.	Date of download of tender documents from Bank's web site <a href="http://www.sbi.co.in">http://www.sbi.co.in</a> under "procurement news ".	<b>From 24.04.2019 to 02.05.2019 <u>extended upto 13.05.2019</u></b>
10.	Last date and time for submission of online e-tender. at <a href="https://etender.sbi">https://etender.sbi</a>	<b>Date: 02.05.2019 by 3.00 P.M. <u>extended upto 13.05.2019 by 3.00PM</u></b>
11.	Date and Time of opening of e-Tenders: (Technical Bid and Price Bid)	<b>Date: 02.05.2019 at 3.30 P. M. (IST). <u>extended upto 13.05.2019 by 3.00PM</u></b>
12.	Address of opening of tender	Vice President, SBI Infra Management Solutions Pvt. Ltd., Office, Ground floor, Adj to commercial branch, SBI LHO campus, Bank Street, Kothi, Hyderabad - 500 095. Technical Bid of those firms / contractors who do not submit EMD shall be rejected. Those who are already submitted the one time EMD need not to be submitted again. Representatives of Bidder may be present during opening of Bids. However Bids would be opened even in the absence of any or all the bidder's representatives.
13.	EMD & Tender cost to be submitted at:	EMD should be submitted physically at above mentioned address before due date. Contact: Vice President. 040-23466346. <a href="mailto:vg.reddy@sbi.co.in">vg.reddy@sbi.co.in</a>

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14.	Bidder Contact Details.	Bidder to provide following information. 1) Name of Company. 2)Contact Person. 2) Mailing address with Pin Code. 4)Telephone number and Fax number. 5)Mobile Number and E-MAIL.
15.	Agency for arranging online bidding.	e-Procurement technologies Limited, Ahmedabad. Email id:- sujith@eptl.in, jaymeet.rathod@eptl.in, pratik.parekh@eptl.in, <a href="mailto:dharam@eptl.in">dharam@eptl.in</a> Primary Contact No:- 079- 61200579/580/566/596/576/569/567, 9374519754 Alternate Contact No.:- Mr. Yashrajsinh Rathod:- 079/68136815, <a href="mailto:yashrajsinh@auctiontiger.net">yashrajsinh@auctiontiger.net</a>
16.	Initial Security Deposit	Nil
17.	Defects Liability Period	12 Months (Twelve months)
18.	Total Security Deposit	Equivalent to Cost of EMD and it will be released after completion of defect liability period. i.e one year.
19.	Liquidated Damages	0.50% per week subject to max 5%of the value of work
20.	Validity	90 days

The SBIIMS reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

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**ELIGIBILITY OF THE AGENCY/ CONTRACTOR.**

- 1) The agency who are dealing with Art work are eligible to participate in the tender.
- 2) The Agency should have established office in the State of Telangana.
- 3) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year (31-03-2019) in the field of art agency, should be at least 30% of the estimated cost i.e. at least Rs 8,55,750.00.

**INSTRUCTIONS TO CONTRACTORS.**

1. SBI Infra Management Solutions Pvt. Ltd. on behalf of State Bank of India invites online Tenders from the Contractors/ Agencies dealing with Art work for Branch Timing Boards for its Branches / Offices under the control of local Head Office, Hyderabad covering ( Hyderabad/ Secunderabad/Nalgonda/Warangal/ Nizamabad ) administrative office of SBI.
2. SCOPE OF WORK



\* Branch Name, timings and Holidays will change from branch to Branch and it will be provided after finalization of Successful bidder.

\* Font size and Font style will be finalized after finalization of successful bidder.

\*\* Logo with SBI will be in colour as mentioned above, other words shall be in Black

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**TECHNICAL SPECIFICATIONS FOR THE TIMING BOARDS:-**

- (a) 3mm thick Stainless Steel(SS304 Grade) plate with silver matt finish
- (b) Engraving letter back font as per logo colour
- (c) 11.7' X 16.5' with corner round cutting and punching.

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**LIST OF ADMINISTRATIVE OFFICES AND RBOS UNDER CONTROL OF SBI  
LHO HYDERABAD.**

Sl no	Administrative Office	RBO's Name
1	Hyderabad	1) Kukatpally
		2) Banjara Hills
		3) Charminar
		4) Nacharam
		5) Medchal
2	Secunderabad	1) Madhapur
		2) Himayath Nagar
		3) DilsukhNager
		4) Mehdipatnam
		5) Secunderabad
3	Nalgonda	1) Nalgonda
		2) Suryapet
		3) Mahboobnagar(Urban)
		4) Mahboonagar(rural)
		5) Khammam
4	Nizamabad	1) Adilabad
		2) Kamareddy
		3) Nizamabad
		4) Manchiryal
		5) Sangareddy
		6) RC Puram
5	Warangal	1) Warangal(Rural)
		2) Warangal(Urban)
		3) Godavarikhani
		4) Karimnagar
		5) Kothagudem

**Note: Vendor has to supply the uniform branch timing boards for the above RBO's**

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APPLICATION FORMAT		
TENDER NOTICE FOR SUPPLY OF UNIFORM BRANCH TIMING BOARDS FOR BRANCHES CONTROLLED UNDER SBI LHO, HYDERABAD		
<b>PROFILE:</b>		
1.	Name of the Contractor/Agency/Firm	
2.	Address Phone No. (a) Landline with STD code (b) Mobile (c) Email-ID	
3.	Year of establishment (please enclose documentary evidence)	
4.	Status of the firm whether company/firm/Proprietary.(Enclose certified copies of documents as evidence)	
5.	Name of Directors/Partners/Proprietor	
6.	Names & Bio-data of Proprietor/Partners/Associates/Directors, Details may be given in the Enclosed format	(Annexure "A" )
7.	Whether registered for GST Purpose. If so, mention GST number and Date (Enclose certified copies of documents as evidence)	
8.	Whether an assessee of Income Tax. If so, mention PAN number. (Furnish copies of I.T. clearance certificate)	
9.	Whether registration/obtention of license from Govt authorities e.g., Labour deptt, ESIC, etc are in place (please enclose documentary evidence)	
10.	Detailed description of high value of three works done during the last 7 years.	(Annexure "B" )
11.	Annual turnover for the last 3 years	Enclose trading & profit and loss statement
12.	Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization	



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13.	Declaration regarding near relatives working in the Bank	
14.	Income tax paid during last 3 years(Enclose certified copies of document as evidence)	
15.		
16.		
17.		
18.	Name & value of other works on hand. Details may be given in the enclosed format	(Annexure "C").
19.	List of consultants engaged by the Firm	
20.	Latest Income Tax Clearance Certificate to be enclosed	
21.	List of completion certificate etc. from the clients : for completed / ongoing projects	
22.	Certified copies of the letter of intent for award : of the work from reputed private/multinational organizations/PSUs etc.	
23.	Particulars of participation in competitions and awards if any received	
24.	Whether the company has any time been disqualified/ blacklisted/ delisted by any other nationalized Bank or any Govt/ Semi.Govt .Organization, if yes give details	
25.	Statutory registrations: (Attach documentary proofs)	
26.	(a) Shop & Establishment Act License	
27.	(b) Contract Labour Registration (with State of AP)No.	
28.	(c) Sales Tax No.	
29.	(d) PAN No.	
30.	(e) Service Tax No & GST No.	
31.	(f) EPF No.	
32.	(g) ESI No.	
33.	(h) Gratuity Act Reg No.	
34.	List of Branches / Controlling Offices in Telangana & other states, if any. (Please mention verifiable address, name of the Branch Manager, his Tele. No.)	

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**ANNEXURE "A"**

**BIO-DATA OF THE PROPRIETORS/ PARTNERS / ASSOCIATES /  
DIRECTORS**

(Use one sheet per official)

1.	Name	:	
2.	Date of Birth	:	
3.	Professional Qualifications	:	
4.	Professional Experience	:	
5.	Professional Affiliation	:	
6.	Associated with the firm since	:	
7.	Membership in	:	
8.	Details of Published papers in Magazine	:	
9.	Details of cost effective methods/ designs adopted in the projects	:	
10.	Exposure to new materials/Techniques	:	

Note: Please enclose relevant copies of documents.

Signature of the Applicant  
(with seal)

Date:  
Place:

**NAME AND VALUE OF MAJOR WORKS COMPLETED DURING THE LAST 7 YEARS**

Sl. No.	Name of the client	Name & Designation of Key Contact Person with Phone / Mobile / FAX / E-mail	Stipulated time of contract (months) Enclose clients certificate for satisfactory completion		Reason for termination of Contract	Remarks
			From	To		

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure /Attached Documents".
2. Date shall be reckoned as on 31.03.2019
3. For certificates, the issuing authority shall not be less than an Executive Engineer or equivalent in charge of the relevant work /project.

Furnish the names of three responsible clients/persons to whom the major works carried out by the applicant with address and telephone number who will be a position to certify about the quality as well as past performance of your organization.

<b>NAME OF THE OFFICIAL</b>	<b>ORGANIZATION &amp; ADDRESS</b>	<b>CONTACT NUMBERS</b>

Date:

Place:

Signature of the Applicant  
(with seal)

**NAME & VALUE OF OTHER WORKS ON HAND**

Sl. No.	Name of the client	Name & Designation of Key Contact Person with Phone / Mobile / FAX / E-mail	Stipulated time of contract (months) Enclose clients certificate for satisfactory completion		Reason for terminatio n of Contract	Remarks
			From	To		

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure /enclosed documents".

Date:

Place:

Signature of the Applicant

(with seal)

**SPECIAL CONDITIONS OF CONTRACTOR**

Dear Sirs,

I/We the undersigned have carefully gone through and clearly understood after visiting the site and the Tender drawings and tender documents comprising of the tender form, Notice to contractors, prepared by SBIIMS.

I/We do hereby undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates which/I/We have quoted for the respective items of the Probable Bill of Quantities and at which rate the items specified amount as specified in NIT

I/We are depositing as Earnest Money, as specified in NIT, along with this tender for due execution of the work at my/our tendered rates together with any variations which shall be adjusted by the sbiims at prices based on our tendered rates.

In the event of this Tender being accepted I/We agree to enter into an agreement as and when required and execute the contract according to your form of Agreement, within 15 days of receipt of work order, in default thereof, I/We do hereby bind my-self/ourselves to forfeit the aforesaid EMD

I/We further agree to complete the work covered in the said schedule of quantities within 12 months from the 15<sup>th</sup> day reckoned from the date of issue of the work order to commence the work or on which contractor is instructed to take possession of the site, whichever is later.

I/We agree not to employ Sub-contractors other than those that may be specifically approved by your Architects/SBIIMS for this contract work.

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**General Terms & Conditions:**

1. The Security Deposit shall be released without interest 12 months after successful completion of work. (i.e after defect liability period)
2. The SBI shall pay the invoice for the work completed as per the terms on production of GST Invoice. No other charges of any kind shall be payable.
3. No request for making advance payment on any ground shall be entertained.
4. The Income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department.
5. The decision of SBI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
6. An agreement shall be entered in with the successful agency.
7. The Authorized Officer/ Committee of SBI shall be the sole authority to decide and judge the quality of the work rendered by the Agency and all other matters and his decision shall be final and binding.
8. The quantities mentioned in the tender document is approximate there may be +/- 10% variations.

**9. SETTLEMENT OF DISPUTES AND ARBITRATION:**

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used on the work or as to any other question, claim, right matter or thing whatsoever in any way arising out of our relating to the contract, designs, drawings, specifications, estimates, instructions orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- (a) If the contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amounts admitted as payable by the Architect or in case the contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the contractor shall forthwith give notice in writing of his claim, or dispute to **The Vice President, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, State Bank of India, Adj to commercial branch, SBI LHO CAMPUS, Bank Street, Kothi, HYDERABAD – 500 095** and endorse a copy of the same to the Architect, within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the bank be in any way liable in respect of any claim by the contractor unless notice of such claim have been given by the Contractor **The Vice President, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, Adj to Commercial branch, State Bank of India, LHO Campus, Bank Street, Kothi, HYDERABAD – 500 095** in the manner and within the time as aforesaid. The contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to **The Vice President, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, Adj to Commercial Branch, State Bank of India, LHO Campus, Bank Street, Kothi, HYDERABAD – 500 095** in writing in the manner and within the time aforesaid.

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- (b) **The Vice President**, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, Adj to Commercial Branch, State Bank of India, **LHO campus, Bank Street, Kothi**, HYDERABAD – 500 095, shall give his decision in writing on the claims notified by the contractor. The contractor may within 30 days of the receipt of the decision of **The Vice President**, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, Adj Commercial Branch, State Bank of India, **LHO campus, Bank Street, Kothi**, HYDERABAD – 500 095 submit his claims to the conciliating authority namely the Circle Development Officer, State Bank of India, Local Head Office, Hyderabad for conciliation along with all details and copies of correspondence exchanged between him and **The Vice President**, SBI Infra Management Solutions Pvt. Ltd., Circle Office, Ground Floor, Adj to commercial Branch, State Bank of India, **LHO campus0, Bank Street, Kothi**, HYDERABAD – 500 095.
- (c) If the conciliation proceedings are terminated without settlement of the disputes, the contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned Chief General Manager of the Bank for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the contractor shall be deemed to have been considered absolutely barred and waived.
- (d) Except where the decision has become final, binding and conclusive in terms of the contract, all disputes of differences arising out of the notified claims of the contractor as aforesaid and all claims of the Bank shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the Chief General Manager. It will also be no objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the Contract relates in the course of his duties as Bank Officer. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the said Chief General Manager. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

It is also a term of this contract that no person other than a person appointed by such Chief General Manager as aforesaid should act arbitrator.

The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under.

It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer.



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It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their settlement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

**10. TERMINATION OF CONTRACT BY EMPLOYER:**

If the contractor (being an individual or a firm) commit any “ Act of Insolvency “, or shall be adjudged as insolvent, or shall make an assignment or composition of the greater part in number of amount of his creditors, or shall enter into a Deed of Assignment with his creditors, or (being an incorporated Company) shall have an order made against him or pass an effective Resolution for winding up either compulsorily, or Subject to the supervision of the court or voluntarily, or if the official Assignee of the contractor shall repudiate the Contract, or if the Official Assignee or the Liquidator in any such winding up shall be unable, within seven days after notice to them requiring him to do so, to show to the reasonable satisfaction of the Architect that he is able to carry out and fulfill the Contract and if required by the Architect to give a security there for, or if the contractor shall suffer any payment under this contract to be attached by or on behalf of any of creditors of the Contractor, if the Contractor shall assign or sublet the contract without the consent in writing of the Architect first obtained, or if the contractor shall charge or encumber this Contract for any payments due or which may become due to the Contractor thereunder, or if the Architect shall certify in writing to the SBIIMS that in his opinion the Contractor:

- (a) Has abandoned the Contract, or
- (b) Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the work for fourteen days after receiving from the Architect written notice to proceed, or
- (c) Has failed to proceed with the work with such due diligence and failed to make such due progress as would enable the works to completed within time agreed upon or
- (d) Has failed to remove materials from site or to pull down and replace works within seven days after receiving from Architect written notice that the said materials or work where condemned and rejected by the Architect under these conditions or
- (e) Has neglected or failed persistently to observe and perform all or any of the acts, matters or things required by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the contractor to observe or perform the same, or
- (f) Has to the detriment of good workmanship or in defiance of the Architects instructions to the Contrary, submit any part of the contract or has used in the permanent works important materials which are substandard and not as per specification fraudulently making the Architect / SBIIMS to believe that it is the specified material.

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Then and in any of the said caused the SBIIMS with the written consent of the Architect may, notwithstanding any previous waiver, after giving seven days notice in writing to the Contractor, determine the contract, but without thereby affecting the powers of the Architect or the obligations and liabilities of the Contractor, the whole of which shall continue to be in force as fully as if the contract has not been so determined and as if the works subsequently executed and being executed by or on behalf of the contractor. And further, SBIIMS with the consent of the Architect by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, shed, machines, steam and other power utensils and materials lying upon premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workman in carrying on and completing of the works or by employing any other Contractor or any other person or persons to complete the works and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works, when the work shall be completed, or as soon thereafter as convenient, the Architect shall give a notice in writing to the Contractor, to remove his surplus material and plant and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the SBIIMS may sell the same by public auction and shall give credit to the Contractor for the amount so realized. The Architects shall thereafter shall assertion and certify in writing under his hand what (if anything) shall be due or payable to or by the SBIIMS, for the value of the said plant and materials so taken possession of by SBIIMS, and the expense or loss which the SBIIMS shall have been put to in getting the works to be so completed, and the amount, if any owing to the Contractor and the amount which shall be so certified shall, thereupon, be paid by SBIIMS to the Contractor or by the Contractor to SBIIMS as the case may be, and the certificate of the Architect shall be final and conclusive between the parties.

ii) The circuit breaker can be closed only when it is in one of the three positions or when it is fully out of the castle.

iii) It shall not be possible to open the hinged door of the castle unless the breaker is drawn to the isolated position.

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**PRICE BID**

S. No.	Description Of item	Quantity	Unit	Rate	Amount (Rs.)
1	<p>Providing / Supplying Timing Board plate – 3 mm thick stainless steel(SS 304 Grade) plate with silver Matt finish ( size 11.7”x 16.5”) with round corner &amp; punching along with 4 No. S.S. Screws, Rowel Plug (Gitti). Engraving letter black font as per logo colour (Sample Photo Attached).</p> <p>NOTE: The plates has to be delivered at each RBO under the control of Local Head Office – covering Hyderabad (RBO’s under AO Hyderabad, AO Secunderabad, AO Warangal, AO Nalgonda and AO Nizamabad.)</p> <p>(Rates quoted shall be inclusive of packing of each plate further in to packet for each Region of Each Module. labour, taxes transportation, insurance etc. <b>(except GST, which is payable by Bank)</b>)</p>	1141 plates	Each plate		
		TOTAL			Rs.
Discounts if any					
Grand Total					
Total amount in words : Rupees					