**TENDER NOTICE**

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Bank has the right to accept/reject any/all tenders without assigning any reasons.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
Please Note:

(i) All Civil contractors, who are empanelled with SBI, LHO, Hyderabad are eligible for the above work.

(ii) All the tenderers are requested to note that SBI will not accept any conditional tender and the tender will be rejected if any tenderer found quoted conditional tender.

(iii) As the works are to be carried out in a working office, there should be minimum discomfort / disturbance to the office staff and Bank visitors at the time of execution of works. The contractors shall plan accordingly to carry out the works after the Bank working hours and during Holidays to complete the work within the given time schedule.

Assistant General Manager (P&E)
SBI, LHO, Kot, Hyderabad.
INSTRUCTIONS TO THE TENDERERS

1. The tender process will be in two cover system.

Envelope One:

This envelope will contain the required EMD of Rs 5,000.00 (Rupees five thousand only) drawn in favor of Assistant General Manager (P&E) SBI, LHO, Koti, Hyderabad.

NOTE: TENDER WILL BE REJECTED IF THE TENDERER FAILS TO SUBMIT THE REQUIRED EMD AND WILL BE RETURNED WITHOUT OPENING THE PRICE BID.

Envelope Two:

This envelope will contain the price bid. All the tenderer are requested to note that SBI will not accept any conditional tender and the tender will be rejected if any tenderer found quoted conditional tender and if the same are not withdrawn at the time of opening of tender / price bid. All conditions if any to be loaded with rate. The rate should be inclusive of all taxes applicable / payable and necessary insurance for the machinery.

Envelope Three:

3rd envelope contains both the above envelope 1 & envelope 2 in sealed condition and super-scribed as “Setting up of Mega Documents Archival Centre (MDAC) at Circle Procurement Department (CPD) at Gachibowli, Hyderabad – Civil Works”

2. Tender Documents: The tender documents are not transferable.

3. ERRORS, OMISSIONS AND DISCREPANCIES

The work has to be carried out strictly according to the conditions and specifications stipulated in the tender.

4. Site Visit: The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work.

5. Earnest Money

5.1 The tenderers are requested to submit the Earnest Money of ₹ 5,000/- in the form of Demand Draft or Banker’s Cheque in favour of “Assistant General Manager (P&E), SBI, LHO, koti, Hyderabad” drawn on any Bank in India. Payable at Hyderabad.
5.2 EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD in accordance with clause 5.1 above shall be rejected. No interest will be paid on the EMD.
5.3 EMD of unsuccessful tenderers will be refunded.
5.4 EMD of successful tenderer will be retained as a part of security deposit.

6. **Completion period:** 10 days from the date of issue of the Work Order

7. **RATES AND PRICES:**

The rate quoted shall be firm and including all costs, allowances, taxes, GST, levies, labour charges, transportation etc. All the tenderer are requested to note that SBI will not accept any conditional tender and the tender will be rejected if any tenderer found quoted conditional tender.

8. **Validity of Tender**

Tenders shall remain valid and open for acceptance for a period of 3 (Three) months from the date of opening price bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptance to the Bank without prejudice to any other right or remedy the Bank shall be at liberty to forfeit the EMD.

9. **Quoted Rates**

9.1 The tenderers shall quote their rates both in words and figures, in case of discrepancy between the rates quoted in words and figures the unit rate quoted in words will prevail.
9.2 The tenderers need not quote their rates for which no quantities have been given.
   In case the tenderers quote their rates for such items those rates will be ignored and will not be considered during execution.
9.3 The tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly.
9.4 The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the Bank.
9.5 Each page of the BOQ shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.
9.6 The rate quoted including all costs, allowances, taxes, GST, levies, labour charges, transportation, etc.
10. ACCIDENT OR INJURY TO WORKMAN

The SBI shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the contractor or any sub contractor, save and except an accident or injury resulting from any act or default of the SBI or their agents, or employees. The contractor shall indemnify and keep indemnified SBI against all such damages and compensation, save and except as aforesaid and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

11. USE OF MATERIALS

Contractor shall supply and provide materials as per the list enclosed with this tender. In case the specified make of materials are not available, the contractors shall use equivalent make of materials only with the prior approval of the Bank’s Engineer-in-charge. Any other material not in the list shall be got approved by the Engineer-in-charge before put into use.

12. TIME FOR COMPLETION

Time is essence of the contract and shall be strictly observed by the contractor. The entire work shall be completed within a periods of 10 days from the date of commencement.

13. LOCAL LAWS, ACTS, REGULATIONS

The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (Regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the acts, laws, any other regulations that are applicable to the execution of the project.

- Minimum wages act, 1948 (Amended)
- Payment of wages act, 1936 (Amended)
- Workmen's compensation act 1923 (Amended)
- Contract labour Regulation and Abolition act 1970 and Central rules 1971 (Amended)
- Apprentice act 1961 (Amended)
- Industrial employment (Standing order) Act 1946 (Amended)
- Personal injuries (compensation insurance) Act 1963 and other modifications
- Employees’ Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
- Shop and Establishment Act
- Any other Act or enactment thereof and rules framed there under from time to time.

14. IMPORTANT NOTE REGARDING WORKING HOURS/WORKING CONDITIONS

1) The work is to be carried out in a working Office and the works shall be carried out after the working hours of the office.
2) Vendor shall take all necessary permissions from other authorities (like Traffic etc.) especially with respect to disturbance to neighborhood as also with respect to movement of labour/material to and fro from the premises.

3) Vendor shall ensure that labour working at night shall maintain decent behavior and shall not create nuisance or cause any disturbance to the residents within the campus.

4) Contractor shall keep the premises clean and tidy so as to allow the office to function smoothly at all times. Debris shall be cleared at regular intervals from the site and extra care shall be taken to ensure that the site is clean when the office resumes work in the morning.

15. RETENTION MONEY

The retention money from the running account bill at the rate of 10% of the gross value of work done will be deducted from every running bill up to a maximum of 5% of the contract value. This retention money shall be released to the contractor without interest within fifteen days after the end of defects liability provided the contractor has satisfactorily attended to all defects in accordance with the conditions of contract including site clearance.

16. CONTRACT’S ALL RISK POLICY

The Contractor shall within 14 days from the date of commencement of the work insure the work at Cost and keep them insured until one month after the works are taken over by the Bank or three months after the date of completion whichever is earlier, against loss or damage by fire and usual Risks other than fire against which insures generally provide cover in a CONTRACTOR’S ALL RISCKS POLICY, with an insurer to be approved by the Bank in the joint names of the Bank and the contractor (the name of the former being placed first in the policy) progressively for the full amount of the contract. Such policy shall cover the property of the Bank only and shall not cover any property of the contractor of any sub contractor or employee. The contractor shall deposit the policy and receipts for the premium paid with the Bank within 21 days of commencement of work, unless otherwise instructed as provided above failing which the Bank on the contractor’s behalf may insure and may deduct the premium paid from any money that may be due to the contractor. The contractor shall, as soon as claim under the policies settled or the work reinstated by the insurers should they elect to do so, proceed with all due diligence with the completion of the works in the same manner as though the fire or such risk had not occurred and in all respects under the same conditions of the contract. The contractor in case of rebuilding or reinstatement after fire or other such usual risk shall be entitled to such extension of time for completion as recommended by the Bank.

SIGNATURE OF THE CONTRACTOR
WITH SEAL AND DATE
To
The Assistant General Manager,
Premises & Estate Deptt.,
State Bank of India,
Local Head Office,
Koti, Hyderabad.

Dear Sir,

I/ we agree to pay the government, General and Sales Tax (state and Central) Exercise and Octroi duties, insurance and all other taxes including works contract tax, GST etc as prevailing from time to time, on such items for which the same are leviable and to get the work, workers, employers (of contractors, Architect & Employer) engaged on the work at site and all materials and machinery collected and kept operated at site for execution of the work shall be insured comprehensive insurance including fore/accidents/ rain / floods/riots/CAR policy (Contractor’s all risk insurance policy) and the insurance shall cover the period from date of start of work to date of actual completion of work.

All the rates quoted by me / us are inclusive of the same in full and nothing extra shall be claimed anytime on account of any of these.

I/We agree to pay income tax, to be deducted at source at the rate as applicable on the gross value of the work done and the rates quoted by me /we are inclusive of same.

I/We agree to pay work contract tax, GST to be deducted at source, at the rates prevailing from time to time as per State Government rules as amended and rates quoted by me/us are inclusive of the same.

Yours faithfully,

Contractor’s Signature

Address:

Date: