TERMS & CONDITIONS
TENDER NO: 26/2020 DATED: 18-07-2020
FOR THE YEAR 2020-2021 & 2021-2022

Printing, Providing & Installation of Hospital Areas Signage's
Designing, supply, fabrication & installation of Sign Boards in 3D Stainless/Acrylic letters
Designing, supply, fabrication & installation of Backlit Panaflex Sign Boards
Designing, supply, fabrication & installation of Sign Board with reflective Vinyl.
HYDERABAD

NOTE:
Read the Terms & Conditions carefully.

Tenderers are required to comply all the clauses mentioned in the Terms and Conditions of the tender and any deviation will forbid them in competing the tender.

1. In this tender TWO Envelopes procedure of SPPRA-2010 46(2, a) will be followed i.e. (i) The bid shall comprise two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal (ii) The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion each envelope should be dropped in separate box (iii) initially, only the envelope marked “Technical Proposal” shall be opened (iv) The financial proposals of bids will opened publicly, time date and venue will be announced later.

a) In Technical Bid, the bidder must provide copy of pay order of Bid Security with hiding of amount shall be attached, original data sheet and technical brochure and all other documents; otherwise, the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.

b) In Financial Bid, the vendor should mention financial offer along with a Bank Draft/Pay Order of 1% value of the quoted item, in the name of Executive Director, NICVD, Karachi, as Bid security and it will not be released till complete supply of items of the tender. In case the tender is accepted by competent authority and the supplies are not made according to samples/specification within stipulated time (i.e. 20days) the bid security for the tender would be forfeited to the NICVD account. In case of default the firm may be black listed or financial penalties may be imposed depending upon the gravity of defaults/circumstances in each case as mentioned in Ministry of Health letter No. F.11.9/96-PHC of June 04, 1996. In-time supply must be assured

2. It is also very important that a soft copy (CD) of the quoted typed items in M.S. word or M.S. Excel format must be provided for urgent processing of the tender.

3. The bidder will assure us for the policy of replacing the items.

4. Two SAMPLE TENDER PROFORMAS are being supplied with the list. Any items have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those items may be typed on the proforma for which the rates to be quoted.

5. The disclosure of firm’s price at the time of opening of technical bid will result in the rejection of the bid.

6. No tender will be entertained without bid security. The bid security will be forfeited to Government Accounts in case of non-submission of security money within seven (7) days of receipt of the other letter.

7. No tender will be entertained without bid security. Conditional Tender (s) will not be accepted.

8. The previous bid security or security money will not be carried forward. If any tenderer encloses a cheque with the tender their tender will be rejected out rightly. In case it is found at tender opening or at later stage that pay order is fake tender/contract will be cancelled and firm will be black listed from future participation in tender security money will be forfeited and their name will also be circulated in other Fed. Govt./Semi Govt. Autonomous/Semi Autonomous Deptt. For severe action.

9. Only well reputed printing press, contractors, firms, suppliers, manufacturers can participate in the tender.
11. The rates once mentioned in tender will be final and no change therein will be accepted after the tender opening. Rates should be inclusive with sales tax on taxable articles. In case of any inconvenience the Executive Director NICVD Karachi reserves the right not to announce the tender rates or otherwise. If any scheme regarding discount in price or given any product free with the items whatever which benefit will go to this Institute.

12. The rate should be quoted on FOR Basis.

13. First Scrutiny of technical bids will be performed by the technical committee. Financial Bids of those firms will be opened which qualify technically.

14. The offered price must be as per the tender specifications.

15. The successful bidder will be required to submit security money in shape of pay order/ deposit at call @ 5% of the total value of order in the name of NICVD, Karachi within Seven (7) days which will be kept with NICVD.

16. Firm must provide complete details of their financial standing, listing of similar work done in Pakistan, bio-data of staff & details of office with number of personals.

17. The vendor has to quote only one rate for each item as per tender specifications. No alternate will be accepted, only first offer will be considered. Hand written tenders or any over writing, cutting, erasing will liable to be ignored.

18. Bid validity period will remain for 90 days as per SPPRA rules 2010.

19. The bidder shall submit with the bid, an Undertaking on judicial paper, stating that the items to be supplied is brand new, free from defects in design material and workmanship. In case of winding up of his business, the supplier shall be bound to make an alternate arrangement of items. In case of default, depreciated cost of items will be recoverable from him.

20. Price escalation will not be allowed.

21. The original tender purchase receipt issued by the NICVD should be submitted along with Technical Bid.

22. If vendor doesn’t supply items in accordance with the supply order or fails to supply according to terms and conditions or incase of any other default, it will be black listed and the bid security will be forfeited.

23. The decision once taken will be final and will not be challenged in any court of law.

24. The payment will be made after getting the Satisfactory Report of the in charge of Marketing Department.

25. Income tax will be deducted according to Government Rules. A Copy of income Tax and GST Registration Certificate should be submitted along with Technical Bid.

26. Conditional tender(s) and Hand written tender(s) will not be entertained.

27. The Vendor should submit a Data Sheet according to the Tender Specifications Format mentioned in the tender and highlight the tender specifications in their Technical Data Sheet. Additional Feature can be mentioned separately.

28. The vendor should attach copy of last three year Income Tax return. Original copy should be provided on request.

29. The Executive Director NICVD reserves the right to reject or accept any / all tender(s) without assigning reason thereof and the decision of the competent Authority will be final.

30. Tender which does not fulfill the prescribed conditions in the tender is liable to be ignored.

31. The Executive Director, NICVD, Karachi, reserve the right to increase or decrease the quantity mentioned in the tender.

32. Certification that no Government servant has directly or indirectly has a share or interest with our firm.

I / We agreed above mentioned terms & conditions:

Note:
Only one representative of a firm who has been authorized will be present at the time of opening of tender.

Name of Contractor ______________________________ Signature______________

Full Address______________________________________________________________________.
Contact person Name: __________________________
CNIC #: __________________________
Postal Address: __________________________
E-mail Address: __________________________
Stamp: __________________________
Phone No.: __________________________
Fax No.: __________________________
Mobile No.: __________________________

WITNESSES

1. __________________________
2. __________________________
DATA SHEET
TENDER NO: 26/2020 DATED: 18-07-2020
FOR THE YEAR 2020-2021 & 2021-2022
Printing, Providing & Installation of Hospital Areas Signage's
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Designing, supply, fabrication & installation of Sign Board with reflective Vinyl.
HYDERABAD

<table>
<thead>
<tr>
<th>S.NO</th>
<th>A- MANDATORY</th>
<th>Tick relevant box</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Address, Tel, Fax #, E-mail Address</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>National tax Number (NTN)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Latest Income Tax Certificate or Income Tax exemption certificate.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Latest GST/SST Certificate or exemption certificate.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Name of Banker with Current Bank statement.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of Bid Security (1% of Bid Value of the quoted items) As per clause no 1-b. (Original with commercial bid).</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>List of litigation with clients (if any) and nature of litigations.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Affidavit that the firm has never been black Listed.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Detail of Registration with major organizations</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Original tender purchase receipt.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Original terms and conditions duly signed and stamped.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Each page should be signed and stamped by competent authority.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sample approval, if asked by authorities.</td>
<td></td>
</tr>
</tbody>
</table>
## TECHNICAL EVALUATION

**TENDER NO: 26/2020 DATED: 18-07-2020**

**FOR THE YEAR 2020-2021 & 2021-2022**

**HYDERABAD**

**Printing, Providing & Installation of Hospital Areas Signage’s**

- Designing, supply, fabrication & installation of Sign Boards in 3D Stainless/Acrylic letters
- Designing, supply, fabrication & installation of Backlit Panaflex Sign Boards
- Designing, supply, fabrication & installation of Sign Board with reflective Vinyl

Bidders provide all following documents:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Descriptions</th>
<th>Total Points</th>
<th>Yes</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Financial turnover shall be Rs. 08-Million annually.</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>02</td>
<td>Bidder is the authorized Manufacturer of Signage’s/Sign Boards/Backlit Panaflex.</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>03</td>
<td>Bidder has ware-housing / production facility of Signage’s/Sign Boards/Backlit Panaflex its premises (Documental evidence require).</td>
<td>20</td>
<td>20</td>
<td>00</td>
</tr>
<tr>
<td>04</td>
<td>Bidder must be in same business since last three years.</td>
<td>10</td>
<td>10</td>
<td>00</td>
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<tr>
<td>05</td>
<td>Bidder is supply of above items in 150+ bed hospital since last three years. (Documental evidence require).</td>
<td>10</td>
<td>10</td>
<td>00</td>
</tr>
<tr>
<td>06</td>
<td>Bidder has its proper office in Karachi with staff. (Documental evidence require).</td>
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<td>10</td>
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<tr>
<td>07</td>
<td>Bidder must provide the following documents,</td>
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<tr>
<td></td>
<td>a. Affidavit that the firm has never been black Listed.</td>
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<tr>
<td></td>
<td>b. A certificate that the firm will abide all terms and conditions of the tender infringement for consequence as recommended by the competent authority.</td>
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<tr>
<td></td>
<td>c. Certificate that the prices quoted are not high or more than local/imported market.</td>
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<tr>
<td></td>
<td>d. Bio Data of key personnel / staff strength with designation, education &amp; experience and details of man power.</td>
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</tbody>
</table>

**Note:** Qualifying marks at technical stage is 70 out of 100 (i.e. 70%)
TENDER NO: 26/2020 DATED: 18-07-2020
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Designing, supply, fabrication & installation of Sign Board with reflective Vinyl.
HYDERABAD

SPECIFICATION FOR SIGNAGES

1. Printing, providing and Installation of Hospital Areas Signage’s:

Base Material : 0.75 Inch thick Foam Sheet

Printing Material : Vinyl with Matt Lamination with fixing over foam base

Color : Pre-decided color scheme will be provided in swatches for Matching

Size with Quantity :
1. 5’’ x 5’’ - As per demand
2. 5’’ x 7’’ - As per demand
3. 7’’ x 7’’ - As per demand
4. 7’’ x 10’’ - As per demand
5. 10’’ x 10’’ - As per demand
6. 10’’ x 12’’ - As per demand
7. 12’’ x 12’’ - As per demand
8. 16’’ x 4’’ - As per demand
9. 20’’ x 4’’ - As per demand
10. 20’’ x 8’’ - As per demand
11. 24’’ x 8’’ - As per demand
12. 30’’ x 18’’ - As per demand
13. 36’’ x 36’’ - As per demand
14. 48’’ x 8’’ - As per demand
15. 48’’ x 48’’ - As per demand
16. 60’’ x 12’’ - As per demand
17. 60’’ x 18’’ - As per demand
18. 60’’ x 60’’ - As per demand
19. 60’’ x 96’’ - As per demand
20. ALSO PROVIDE PER SQFT RATE (Mandatory)

Installation: 
(i) Wall fixation with double sided 3mm tape
(ii) Wall fixation adhesive cementing solution
(iii) Roof hanging with SS chain
(iv) Roof hanging with SS rods

Place of Installation : NICVD, its all satellite centers / Hospitals, Its chest pain units, other services Areas & at various places in Entire Sindh Province.

Note:
1. Designing of artwork will be included in the job
2. Specimen of signage will be shown
3. Swatches of pre-defined colors will be provided for fabrication before final selection
4. Installation charges need to be mentioned separately
5. Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tender.
6. Transportation of material and lodging/boarding of labor will be the responsibility of vendor and not of the tenderer.
2. **Printing, Providing and Installation of Bedside Sliding Acrylic Plates in Jackets:**

**Material of Jackets**: Acrylic sheet 4mm / Spray painted in matching color

**Color of Jacket**: Pre-decided color scheme will be provided in swatches for matching.

**Size of Jacket with Quantity**:

(i) 16” x 8” with 2 Slider - As per demand
(ii) 12” x 12” with 3 Slider - As per demand
(iii) ALSO PROVIDE PER SQFT RATE (with provision of 2-5 Slider (Mandatory)

**Material of Sliding Plates**: Acrylic in 2mm Printing of SP: Silk Screen Printing

**Size of Sliding Plates**:

(i) 12” x 3.75” - As per demand
(ii) 16” x 3.75” - As per demand
(iii) ALSO PROVIDE PER SQFT RATE (Mandatory)

**Place of Installation**: NICVD, it’s all satellite centers/hospitals, its chest pain units, Other service areas & at various places in Entire Sindh Province.

**Note:**

1. Designing of artwork will be included in the job
2. Specimen of jacket with sliding plate will be shown
3. Swatches of pre-defined colors will be provided for fabrication before final selection
4. **Installation charges need to be mentioned separately**
5. Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tenderer.
6. Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.

3. **Repair & maintenance of Hospital Area Signage’s:**

**Printing Material**: Vinyl with Matt Lamination with fixing over foam base.

**Color**: Pre-decided color scheme will be provided in swatches for matching.

**Size with Qty**: Variable (Please provide per SQFT rate)

**Installation**: 1. Wall fixation with double sided 3mm tape.
2. Wall fixation adhesive cementing solution.
3. Roof Hanging with SS chain.
4. Roof hanging with SS Rods.
5. Fixing & installation by appropriate means needs to be mentioned & quoted Separately.
6. Please describe equipment (e.g crane etc.) and its charges separately if required during installation.

**Place of Installation**: NICVD, it’s all satellite centers/hospitals, its chest pain units, Other service areas & at various places in Entire Sindh Province.
Note:
1. Decommissioning and commissioning of will be included in the job.
2. Charges of Decommissioning & Commissioning need to be mentioned separately.
3. Designing of artwork will be included in the job.
4. Swatches of pre-defined colors will be provided for fabrication before final selection.
5. Availability of electricity for lighting and / or any other purpose will be responsibility of vendor and not of the tenderer.
6. Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.

Tender Specification of 3D Sign Board.

4. Designing, Supply, Fabrication and Installation of Sign Board in 3D Stainless Steel or Acrylic Letters

Description:
Design, supply, fabrication and fixing of Sign Board using 3D Letters / Shapes / Logo made of either ACRYLIC or STAINLESS STEEL cut out with LED as per approved design with following specification:

(i) Board shall be fabricated with the alucobond sheet of supported thickness and powder coated sheet shall be fixed from the rear side of the entire board to make box section OR frame of supported thickness appropriately painted (AS PER DEMAND).

(ii) NICVD Logo and / or Design and / or Alphabet Letters (in English / Urdu / Sindhi) shall be made of either ACRYLIC or STAINLESS STEEL cutout letters and / or shapes and / or logo, which shall be uniformly illuminated by using LED light of reputed brand with at least 2 years of guarantee.

(iii) If vinyl has to be used then it should be of reputed brand with at least 2 years of guarantee.

(iv) Other services, like proper pre-fixation measurement of the area of installation and designing of sign board must be included in the job.

Size and Quantity:
(i) As per demand.
(ii) Please mention PER SQUARE FEET rate.

Installation:
(i) As per demand.
(ii) Fixing and Installation at identified area by wall fixation, ground fixing or roof hanging by appropriate means needs to be mentioned and quoted separately.
(iii) Connecting electricity to the sign board must be included in the job.
(iv) Please describe equipment (e.g. crane etc) and its charges separately if used during installation.

Place of Installation:
NICVD, its Satellite Centers, its Chest Pain Units, other Service Areas and at various places in Entire Sindh Province including Karachi.

Note:
(i) Designing of artwork will be included in the job
(ii) Proper measurement and visit of vendor to the work area is mandatory
(iii) INSTALLATION CHARGES NEED TO BE MENTIONED SEPARATELY
(iv) Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tenderer.
(v) Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.
5. Designing, Supply, Fabrication and Installation of Backlit Panaflex Sign Board

Description:
Design, supply, fabrication and fixing of Sign Board in backlit panaflex in 4 color printing with LED or Tube lights as per approved design with following specification:

(i) One sided backlit board shall be fabricated with the Backlit Panaflex of reputed brand with at least 2 years of guarantee. Powder coated sheet of supporting material shall be used to make the sides and rear area of the entire structure to make box section.

(ii) Two sided backlit board shall be fabricated with the Backlit Panaflex of reputed brand with at least 2 years of guarantee. Powder coated sheet of supporting material shall be used to make the sides of the entire structure to make frame and structure.

(iii) Quotation for Backlit Panaflex with Printing and / or Plotter cutting option required.

(iv) The Sign Board will be illuminated by using LED light or Tube lights of reputed brand with at least 2 years of guarantee.

(v) Other services, like proper pre-fixation measurement of the area of installation, designing, fixing at identified area, and connecting electricity to the sign board must be included in the job.

Size and Quantity:
(i) As per demand.
(ii) Please mention PER SQUARE FEET rate.

Installation:
(i) As per demand.
(ii) Fixing and Installation at identified area by wall fixation, ground fixing or roof hanging by appropriate means needs to be mentioned and quoted separately.
(iii) Connecting electricity to the sign board must be included in the job
(iv) Please describe equipment (e.g. crane etc) and its charges separately if used during installation

Place of Installation:
NICVD, its Satellite Centers/Hospitals, its Chest Pain Units, other Service Areas and at various places in Entire Sindh Province including Karachi.

Note:
(i) Designing of artwork will be included in the job
(ii) Proper measurement and visit of vendor to the work area is mandatory
(iii) INSTALLATION CHARGES NEED TO BE MENTIONED SEPARATELY
(iv) Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tenderer.
(v) Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.
Tender Specification of Sign Boards with Reflective Vinyl

6. Designing, Supply, Fabrication and Installation of Sign Board with Reflective Vinyl

Description:
Design, supply, fabrication and fixing of Sign Board using reflective vinyl sheet as per approved design with following specification:
(i) Board shall be fabricated with supported material and thickness, fitted and installed with the iron angles or poles.
(ii) Other services, like proper pre-fixation measurement of the area of installation, designing, fixing at identified area, and proper installation is included in the job.

Size and Quantity:
(i) As per demand.
(ii) Please mention PER SQUARE FEET rate.

Installation:
(i) As per demand.
(ii) Fixing and Installation at identified area by wall fixation, ground fixing or roof hanging by appropriate means needs to be mentioned and quoted separately.
(iii) Connecting electricity to the sign board must be included in the job.
(iv) Please describe equipment (e.g. crane etc) and its charges separately if used during installation.

Place of Installation:
NICVD, its Satellite Centers / Hospitals, its Chest Pain Units, other Service Areas and at various places in Entire Sindh Province including Karachi.

Note:
(i) Designing of artwork will be included in the job.
(ii) Proper measurement and visit of vendor to the work area is mandatory.
(iii) INSTALLATION CHARGES NEED TO BE MENTIONED SEPARATELY.
(iv) Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tenderer.
(v) Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.

Tender Specification of Frontlit Sign Boards

7. Designing, Supply, Fabrication and Installation of Sign Board in Frontlit Panaflex

Description:
Design, supply, fabrication and fixing of Sign Board in frontlit panaflex in 4 color with spot lights in angles as per approved design with following specification:
(i) Board shall be fabricated with the Backlit Panaflex of reputed brand with at least 2 years of guarantee. Powder coated sheet shall be fixed from the rear side of the entire structure to make box section / frame.
(ii) The Sign Board will be illuminated by using spot lights according to the structure, of reputed brand with at least 2 years of guarantee.
(iii) Other services, like proper pre-fixation measurement of the area of installation, designing, fixing at identified area must be included in the job.

Size and Quantity:
(i) As per demand.
(ii) Please mention PER SQUARE FEET rate.
Installation:
(i) As per demand.
(ii) Fixing and Installation at identified area by wall fixation, ground fixing or roof hanging by appropriate means needs to be mentioned and quoted separately.
(iii) Connecting electricity to the sign board must be included in the job
(iv) Please describe equipment (e.g. crane etc) and its charges separately if used during installation

Place of Installation:
NICVD, its Satellite Centers / Hospitals, its Chest Pain Units, other Service Areas and at various places in Entire Sindh Province including Karachi.

Note:
(i) Designing of artwork will be included in the job
(ii) Proper measurement and visit of vendor to the work area is mandatory
(iii) INSTALLATION CHARGES NEED TO BE MENTIONED SEPARATELY
(iv) Availability of electricity for lighting and / or any other purpose will be the responsibility of vendor and not of the tenderer.
(v) Transportation of material and lodging / boarding of labor will be the responsibility of vendor and not of the tenderer.
TENDER PROFORMA FOR COMMERCIAL BID

TENDER NO: 26/2020 DATED: 18-07-2020

FOR THE YEAR 2020-2021 & 2021-2022

Printing, Providing & Installation of Hospital Areas Signage’s
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Designing, supply, fabrication & installation of Backlit Panaflex Sign Boards
Designing, supply, fabrication & installation of Sign Board with reflective Vinyl.

HYDERABAD

<table>
<thead>
<tr>
<th>S #</th>
<th>Description with specification And Complete Detail of Work</th>
<th>Make</th>
<th>Qty</th>
<th>Per Month Rate</th>
<th>Total Amount</th>
<th>Remarks</th>
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</thead>
</table>

Signature  

Official Seal
TENDER PROFORMA FOR TECHNICAL BID

TENDER NO: 26/2020 DATED: 18-07-2020
FOR THE YEAR 2020-2021 & 2021-2022

Printing, Providing & Installation of Hospital Areas Signage’s
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Designing, supply, fabrication & installation of Sign Board with reflective Vinyl.

HYDERABAD

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<thead>
<tr>
<th>S #</th>
<th>Description with specification and Complete Detail of Work</th>
<th>Make</th>
<th>Country of Origin</th>
<th>Qty</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>As per technical specifications.</td>
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