

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**(E-Procurement)**  
**Re-Tender**  
**For**  
**Supply of Shoes (Formal and Sports) and Socks to the**  
**students of**  
**RGUKT Campuses**  
**(Located at Nuzvid in Eluru District, Srikakulam in Srikakulam District,**  
**RK Valley in YSR Kadapa District, and Ongole in Prakasam District)**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**Camp Office Address: RGUKT-AP, Nuzvid Campus, Nuzvid,**  
**Eluru District, Andhra Pradesh, Pin: 521202.**

## **Proprietary & Confidential**

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**Newspaper advertisement**

**E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
(Established through Act No.18 of 2008)  
ANDHRA PRADESH, INDIA

**Ref. No: RGUKT-AP/E-Proc/SA & Catering tenders/ET27-ET30/2023,**

**Dt.12.01.2023**

**E-PROCUREMENT – TENDER NOTICE**

Online tenders are hereby invited from original manufacturers (OEM)/authorized representatives of a OEM/wholesale dealers for supply of the student amenities to the students of RGUKT for its four campuses and Online Tenders are invited from reputed registered agencies/contractors for providing Catering Services including Maintenance of Kitchen and Dining Halls for the messes of RGUKT four campuses

Tender-1 (Laptops), Tender-2 (Formal and Sports Shoes and Socks), Tender-3 (Bed sheet with Pillow cover and Blanket) Tender-4 (Catering Services).

Interested bidders can download and submit bids online from **12.01.2023, 11:00 AM** through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit the University website: [www.rgukt.in](http://www.rgukt.in).

**Sd/-**

**Chief Administrative Officer (FAC), RGUKT**

## Re-Tender

### (Boys Black Shoe with lace, Girls Black shoe with Velcro strap with Tongue, Sport Shoe, Socks)

#### Time schedule of various tender related events

<b>Bid calling</b>	12.01.2023
<b>Bid Document Downloading begins</b>	12.01.2023 at 11:00 AM
<b>Pre-Bid Meeting at RGUKT Nuzvid campus, Nuzvid, Eluru District</b>	20.01.2023 at 10:00 AM
<b>Bid Document Downloading Ends</b>	06.02.2023 at 04:30 PM
<b>Last date for uploading documents online</b>	06.02.2023 at 05:00 PM
<b>Last date for Submission of documents (hard copies) along with samples of material/items and test certificates</b>	08.02.2023 till 05:00 PM
<b>Technical Bid opening (date/time)</b>	13.02.2023 at 11:00 AM
<b>Price Bid opening (date/time)</b>	14.02.2023 at 10:00 AM
<b>Contact person</b>	The Chief Administrative Officer, RGUKT-AP.
<b>Reference No.</b>	Ref. No.: RGUKT-AP /E-Proc/SA /ET28/Shoes & Socks/2023, dated 12.01.2023.

**Note:** The dates stipulated above are fixed and under no circumstances they will be changed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in> ) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

#### CLARIFICATIONS:

- i. Queries, if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) on or before 19.01.2023 before 5:00 PM. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/ corrigendum if any, shall be published on RGUKT i.e [www.rgukt.in](http://www.rgukt.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by RGUKT.

**SECTION - I**  
**INVITATION FOR BIDS**

**Ref. No.: RGUKT-AP /E-Proc/SA /ET28/Shoes & Socks/2023, dated. 12.01.2023**

**Subject:** Re-Tender for supply of Shoes and Socks (Formal and Sports) to the RGUKT Four campuses  
Sir/Madam,

- 1) Bids are invited on the e-procurement platform from original manufacturer (OEM)/ authorized representative of OEM/whole sale dealer for supply of items to RGUKT Four campuses (RGUKT Nuzvid, RGUKT R K Valley, RGUKT Srikakulam and RGUKT Ongole). The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh i.e. <http://tender.approcurement.gov.in>**.
- 2) The participating bidders will have to pay non-refundable tender processing fee of Rs. 50,000 in the form of DD drawn from any scheduled/nationalized bank in favor of The Registrar, RGUKT, payable at SBI, Nuzvid.
- 3) Further the bidder/s shall furnish the EMD amount of Rs. 5,00,000/- (EMD is Exempted for MSMEs) in the form of DD in favor of The Registrar, RGUKT payable at SBI, Nuzvid or an unconditional and irrevocable Bank Guarantee issued by any scheduled/nationalized bank in favor of The Registrar, RGUKT.
- 4) All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST as applicable and as levied by Govt. of India as transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable.
- 5) The RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality as defined in the other parts of the Bidding document.
- 6) The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online. RGUKT will consider only the bids submitted through online. But it is compulsory to submit offline the Self attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer to the Chief Administrative Officer, RGUKT -A.P, Nuzvid campus, Eluru District, Andhra Pradesh, Pin :521202 so as to reach by 08.02.2023 on or before 05:00 PM along with sample of material/item and Government laboratory test certificates. **Bid submission by both Offline and Online will only be considered.**

**NOTE:**

**After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and Tender document fee have to be submitted. Physical submission of price bids will not be entertained.**

For any clarification and further details on the above tender please contact during office hours (10:00 AM to 5:00 PM) on working days: Telephone No:08656-235855 or Email: [procurement@rgukt.in](mailto:procurement@rgukt.in).

**Sd/- Chief Administrative Officer, RGUKT-AP**

## SECTION-II

### STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
<b>Submission of Samples</b>	One sample of each item conforming to the specifications mentioned in the tender to be submitted at the time of submission of technical bid. <b>Required samples for testing: - Shoes and socks (One for boys and One for Girls for each category mentioned).</b> One samples each to be submitted at the time of submission of hard copies of technical bid along with test certificates from the government laboratories. Bids without Test reports will be summery rejected.
<b>Tender Processing (Document Fee)</b>	<b>Rs.50,000/- by way of Demand Draft from any Scheduled/Nationalized Bank in favor of The Registrar, RGUKT along with bids.</b>
<b>Earnest Money Deposit (EMD)</b>	<b>Rs.5,00,000/- by way of Demand Draft from any Scheduled/Nationalized Bank or by way of Irrevocable Bank Guarantee from any Scheduled Bank in favor of The Registrar, RGUKT along with bids</b> <b>* Exempted for MSMEs</b>
<b>Bid Validity Period</b>	180 days from the date of opening of Financial bid
<b>EMD/ BANK GUARANTEE (BG) Validity Period</b>	DD - 90 days BG - 180 days
<b>Warranty Period</b>	180 days months from supply and acceptance of the material.
<b>Variation in quantities</b>	± 25% of ordered quantity
<b>Time allowed for furnishing Performance Security</b>	Within 10 days from the date of issue of Letter Of Intent.
<b>Delivery Schedule</b>	Bidder shall deliver the goods in one single lot within 90 days from the date of award of the contract. The successful bidders shall take the responsibility of distributing the items to the students. The successful bidders shall take the responsibility of distributing the items to the students. Replacements upto 10% of the quantity supplied will have to be undertaken by the successful bidder.
<b>Performance security value</b>	7.5% of contract value by way of Demand Draft /BG from any Irrevocable Bank Guarantee from any Scheduled Bank or
<b>Performance Security validity period</b>	8 months from the date of supply and acceptance of the material
<b>Period for signing the order Acceptance</b>	Within 10 days from date of receipt of notification of award.
<b>Payment terms :</b>	
<b>On delivery at user site</b>	90% of contact value on successful supply of the items and confirmation of test results to the specifications and acceptance of material. Balance 10% after one month from the date of acceptance. Note: Material/Items will be accepted only after receipt of satisfactory test reports on random samples conforming adherence to tender specifications.

	<p>Time for obtaining test reports of the material supplied on random basis and payment of 90% within 90 days. Balance 10% will be paid after one month, but before 6 months.</p>
<b>Maximum Liquidated Damages for late delivery</b>	<p>1% for each week of delayed supply, upto a maximum of 5% of the value of items delayed. If delay continues beyond five weeks, contract is liable for cancellation</p>
<b>Placing work order</b>	<ul style="list-style-type: none"> <li>➤ RGUKT will place order, specifying campus wise requirement and the successful bidder has to deliver the material/items to each campus specified.</li> <li>➤ All the payments shall be made directly by RGUKT to the successful bidder as per the tender terms and conditions.</li> <li>➤ If considered necessary RGUKT can split the order basing on the quoted price and service track record. The decision of RGUKT is final in this regard.</li> </ul>
<b>Bid submission</b>	<p><b>On Line.</b> Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre bid meeting in their bid.</p>
<b>Procedure for Bid Submission</b>	<p>Bids shall be submitted online on <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> platform</p> <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a></li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.</li> <li>4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness /authenticity.</li> <li>5. The hard copies of all the uploaded Technical documents should be self attested.</li> <li>6. The rates should be quoted online only</li> <li>7. The financial bids of the bidders, who qualify in the technical bid, shall only be opened.</li> </ol>
<b>Other conditions</b>	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded online on e- market place will only be considered for Bid Evaluation.</li> <li>2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and tender document fees have to be submitted by the bidder to the "The Chief Administrative Officer, RGUKT Nuzvid campus, Nuzvid, Eluru(Dist.), A.P - 521202", <b>by 05:00 PM on 08.02.2023</b></li> </ol>

	<p>3. Failure to furnish any of the uploaded documents, certificates, will lead to rejection of the bid. The RGUKT shall not hold any responsibility on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, and action will be initiated as deemed fit. The EMD will be forfeited.</p> <p>4. RGUKT will not hold any responsibility for non-visibility of the scanned and uploaded documents.</p> <p>5. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation.</p>
<p><b>Termination of contract</b></p>	<p>In the event of any breach and / or failure on the part of the Vendor to comply with the said terms &amp; conditions of the Tender/contract, the contract will be terminated forthwith and EMD/Performance Security Deposit will be forfeited. RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension.</p> <p>However, under the normal circumstances the RGUKT- will give 15 days notice before the said cancellation /suspension.</p>



## **SECTION-III**

### **TENDER SCHEDULE**

#### **1. PREAMBLE:**

The RGUKT invites tenders for supply of the materials/items as mentioned in tender to the RGUKT Four Campuses (Located at Nuzvid in Eluru District, Srikakulam campus in Srikakulam District, R K Valley in YSR Kadapa District, and Ongole in Prakasham District) through e-procurement platform.

#### **2. SCOPE OF WORK**

Supply of Shoes and Socks to the students of RGUKT Four Campuses (located at Nuzvid in Eluru District, Srikakulam campus in Srikakulam District, R K Valley in YSR Kadapa District, and Ongole in Prakasham District). The actual number of items/materials to be supplied to each campus will be informed at the time of issue of Purchase Order. The requirement details are as follows:

<b>S. No</b>	<b>Items</b>	<b>Boys</b>	<b>Girls</b>
01	Black Formal Shoes	7958	9042
02	Sports Shoes	17000	
03	Socks	1,36,000 (two pairs for each student for Formal and Sports Shoes)	
Note: The successful bidder has to visit the four campuses and need to collect the measurements of the individuals' students to finalise the required number of difference sizes of Formal shoes and Sports shoes of both Boys and Girls			

#### **3. Tender Processing fee and EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:**

3.1 Tender Processing Fee: the tender should be accompanied by the tender processing fee of Rs. 50,000 in the form of DD (only) in the favor of the Registrar, RGUKT payable at SBI Nuzvid and EMD of Rs. 5,00,000/- by way of Demand Draft from any Scheduled Bank or by way of Irrevocable Bank Guarantee from any Scheduled Bank in favor of "The Registrar, RGUKT" along with bids. Exempted for MSMEs. Payment other than these prescribed modes will not be accepted. Bids without tender processing fee and EMD will be summarily rejected.

3.2 EMD will be Forfeited in the following events:

3.2.1 Withdrawal of bid during the bid validity period.

3.2.2 If successful bidder fails to sign the contract in time or fails to submit performance security deposit.

#### **4. PERFORMANCE SECURITY DEPOSIT:**

4.1 The successful bidder has to deposit 7.5% of the total contract value as performance security deposit in the form of Demand Draft from any Scheduled Bank or by way of

Irrevocable Bank Guarantee from any Scheduled Bank in favor of The Registrar, RGUKT. Payment other than these prescribed modes will not be accepted

- 4.2 The Performance Security Deposit / Bank Guarantee of successful bidder will be retained for the period of contract in force and will be returned after expiry of contract, after deducting the outstanding liabilities if any.
- 4.3 The Performance Security Deposit / Bank Guarantee shall not carry any interest.

## **5 ELIGIBILITY CRITERIA**

- 5.1. This bid is open to all agencies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- 5.2. The bidder should have an average annual turnover of Rs. 1 crore 70 lakhs during the two financial years out of three financial year i.e FY 2019-20, FY 2020-21, and FY 2021-22 on the subject material. The certificate indicating the turnover value details of the subject material during the above said financial years from a chartered accountant must be enclosed in original as proof.
- 5.3. The bidder should have a minimum experience of supplying Shoes and Socks (17000) in any two financial years in the last three financial years i.e., FY 2019-20, FY 2020-21, and FY 2021-22 to government agencies /universities /government education institutions /autonomous bodies etc., A certificate along with the copy of awarded purchase order from the head of the organization/competent authority and satisfactory work completion Certificate shall be attached.
- 5.4. Bidder should furnish satisfactory Performance Certificate from the parties concerned to whom bulk supplies were made and RGUKT may contact any such parties to elicit details.
- 5.5. Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN copies along with the bid document.
- 5.6. An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the proforma in tender document
- 5.7. The bidder shall furnish the following information and documents with the tenders.
  - 5.7.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder.
  - 5.7.2. Copies of Income Tax Return filed for the last two financial years (2020-21 and 2021-22).

### 5.7.3. List of Present Clientele with contact address & telephone numbers

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. The tenders received without the above documents will be rejected.

## 6. INSTRUCTIONS TO BIDDERS

- 6.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 6.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 6.3 At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT as well as E-procurement Website ([www.rgukt.in](http://www.rgukt.in)) and <http://tender.apecurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at their discretion, extend the date and time for submission of tenders.
- 6.4 Tenders received without Tender processing Fee and EMD will not be considered at all
- 6.5 Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 6.6 After the supply of the materials to the campuses, RGUKT will arrange to send randomly picked samples for testing in government laboratories. The payment will be released only after deducting the charges incurred.
- 6.7 Further, acceptance of the material supplied by the successful bidder is subject to the conformance to the specifications mentioned in the tender by the university.
- 6.8 Payment for the supply of material will be processed only after the test reports conforming to the specifications and acceptance of material.
- 6.9 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. RGUKT reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 6.10 RGUKT will notify the bidder whose tender has been accepted.
- 6.11 Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
- 6.12 The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security deposit after taking Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.

6.13 After awarding the contract, If the Vendor /Supplier fail to supply as per the agreement, the order given to the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained in this regard.

6.14 RGUKT reserves the right to issue instructions / modifications at any point of time before award of contract.

## 7. METHOD OF SUBMISSION:

Bids shall be submitted online on <http://tender.apecurement.gov.in> platform.

- 7.1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <http://tender.apecurement.gov.in>
- 7.2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- 7.3. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- 7.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity
- 7.5. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 7.6. After uploading the documents, the copies of the uploaded technical bid documents along with sample(s) of the material/item to be supplied and original Demand Drafts in respect of EMD and Tender Processing fee are to be submitted by the bidder to the “The Chief Administrative Officer, RGUKT” Nuzvid campus, Nuzvid, Eluru District, Andhra Pradesh, Pin: 521202 by **05:00PM on 08.02.2023.**
- 7.7. Failure to furnish any of the uploaded documents, certificates, will entitle in the rejection of the bid. The RGUKT, Andhra Pradesh shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 7.8. RGUKT will not hold any responsibility regarding to non-visibility of the scanned and uploaded documents.
- 7.9. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However, RGUKT reserves the right to call for and collect additional documents to supplement the information already submitted online.

- 7.10. The hard copies of all the uploaded technical documents should be self –attested with seal.
- 7.11. The rates should be quoted online only.
- 7.12. The financial bids of the Bidders, who qualify in the technical bid, shall only be opened.

## **8 EVALUATION PROCEDURE:**

- 8.1 The technical bids will be opened on 13.02.2023 at 11:00 AM by the university or his/her authorized representatives.
- 8.2 The technical bids will be evaluated so as to ascertain the capabilities of the bidders to provide the material within the stipulated period and also to assess whether the bidder satisfies the eligibility criteria.
- 8.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 8.4 Also the bidder has to produce samples of each item (one samples each) at the time of submission of hard copy of technical bid documents. The samples will be inspected by the Members of the Committee for conformance of the specifications. The Committee may reject a bid for non-conformance of the specifications of the material. The bidder shall submit copies of test certificates from the government/government authorized laboratories along with the samples by sending the samples to labs for obtaining conformance to the specifications. If the result of the tests indicates non-conformance, the bid will be rejected.
- 8.5 The Price Bids of all the technically qualified bidders will be opened on 14.02.2023 at 10:00 AM by university or his/her authorized nominee. The bids of the bidders who do not satisfy the eligibility criteria and other conditions laid down in the tender document will not be considered and their tenders stand rejected and their financial bids will not be opened.
- 8.6 RGUKT will follow the AP State Government norms relating to reverse tendering in vogue before awarding the contract.
- 8.7 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.

8.8 RGUKT reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. RGUKT also reserves the right to cancel the selection process for award of the contract at any time. The decision of the RGUKT is final and binding.

**9. PENALTY CONDITIONS :**

9.1 Any delay in supply (after completion of the date of delivery) of the items ordered are liable for deduction at the rate of 1% of the total work order for every week of delayed supply to a maximum of 5% of the value of the items. If delay continues beyond five weeks, contract is liable for cancellation performance and the performance security deposit will be forfeited.

9.2 If it is found that there is any non-conformance to specifications the performance security deposit will be forfeited and the bidder will have no claim to any payments. The entire lot will be rejected. Upon intimation of rejection, the bidder has to remove the material immediately.

**10. VALIDITY OF THE TENDER/BID**

The Tender shall remain valid for a period of 180 days from the date of opening of price bid.

**11. GENERAL TERMS & CONDITIONS**

11.1. The successful bidder has to visit the four campuses and need to collect the measurements of the individuals' students to finalise the required number of difference sizes of Formal shoes and Sports shoes of both Boys and Girls.

11.2. Delivery and distribution:

Bidder shall deliver the materials/items in one lot within 90 days from the date of award of the contract.

11.3. The material/items to be supplied will have to be distributed to the four campuses of RGUKT as per work order at the cost of the supplier.

11.4. There shall be a warranty period of 180 days and within the warranty period, in case of any damage to the supplied material like breakage, wear and tear, discoloring etc it will be the responsibility of the supplier to replace the damaged material with a new one immediately.

11.5. The supplier has to arrange for replacement of shoes with for any mismatch of the sizes of the students and the quantity supplied upto a maximum 10% of the quantity at the cost of bidder.

**12. DISPUTES:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of co - operation and the RGUKT's decision shall be final on all such matters and shall be

binding on the Bidder. Even then, any disputes that arises will be subject to the jurisdiction of the Courts in Eluru District in Andhra Pradesh.

**13. DISCLAIMER:**

- 13.1. Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects. Discrepancy, if any, should get clarified at the pre bid meeting.
- 13.2. Neither RGUKT nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- 13.3. The RGUKT reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.
- 13.4. The RGUKT reserves the right to change any or all of the provisions of this tender.

**14. REJECTION OF TENDERS:**

- 14.1. RGUKT reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 14.2. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.
- 14.3. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD is liable to be forfeited. Decision of the RGUKT in this regard is final and binding on bidder.

**Technical Specifications of the Shoes and Socks**

**Boys Black shoe with lace and girls black shoe with Velcro strap**

**Material**

**Upper Material**

PU coated Upper – 1.3mm ± 0.1mm thick

**In sock**

Fabric of thickness 0.8mm ± 0.2mm with EVA cushion of thickness 4 mm (fabric surface towards foot)

100% cotton socks designer color to use with the black leather shoes  
100% cotton socks designer color to use with the sports shoes

### **Sole**

PU (Polyether) – Weight – 100 gm minimum – Glossy finish

**Counter Stiffener: Thermoplastic Sheet-** 1.4mm±0.2mm thick

**Thread:** Nylon/Polyester or blended thread 40/3 and 60/2

Size: As per measurements, underlining for Rexin (any colour -1mm)

### **Soling pattern**

The design should be such that the sole will have adequate skid resistance with cleat height of min. 1mm.

Forepart thickness; shall be 8mm min.

Heel thickness shall be 13mm min.

### **Sole Hardness**

Not less than 50 ± 5 shore A (In accordance with the method prescribed in IS-3400 (part2)/SATRA TM-205)

### **Resistance to cut growth for sole after hydrolysis**

Maximum 6mm after 1.5 Lakh flex cycles (In accordance with the method prescribed in ISO- 20344)

### **Resistance to flexing for upper**

No cracking shall occur during 80,000 flex cycles after Hydrolysis process (as per ISO:5423).

### **Tear strength of upper material**

Shall not be less than 3 kg (IS 7016 method 2 / SATRA PM 30)

### **Relative Density of Soling Material**

Between 0.5±0.1 as per IS 3400 Part 9.

### **Abrasion Test on Sole**

Max Volume loss 300 mm<sup>3</sup> as per ISO 4649.

### **Breaking strength of Upper Material**

Shall not be less than 18Kg./2.54cm

### **Bond Strength**

Upper/ Outsole bond strength – shall not be less than 4N

Tearing strength- shall not be less than 3N/mm.

### **Marking**

The size and fitting of the shoe shall be legibly stamped on the waist of the full sock. The manufacturers name or recognized trademark, if any, together with the year of supply may also be legibly stamped on the waist of sock.



**Packing**

Each pair of shoe shall be wrapped in tissue paper and put in a cardboard carton.  
Each carton shall be marked with the size and fitting of the shoes

**Lace for Boys shoes**

Round Nylon/ Polyester or blended lace with diameter 3mm, length 65 cm having tips bound with plastic

Breaking strength : 25 kg minimum

Eyelet: Black enameled aluminum eyelet – 4mm dia washer

**Velcro for Girls shoes**

Shear strength : 75KPa minimum

Peel strength: 0.08 kg/cm

Width :  $20 \pm 2$  mm

Ring: steel ring with nickel chrome plated

Binding/piping: Nylon/polyester or blended tape -10mm  $\pm$  2mm width

**Sports Shoes:**

Sole Material: Injection-Moulded EVA

Closure: Lace-UP

Inner Material : Synthetic

Cushioned footbed

Lightweight and comfortable to wear Round fit, Regular Ankle.

**ANNEXURE -I**  
**Bidder Information**

1	Name of the organization	
2	Year of establishment	
3	Address for Communication	
4	Name & Designation of Authorized person	
5	Phone Number	
6	Mobile Number	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN Number	
11	GST Number	
12	Total Number of branch offices in Andhra Pradesh	
13	Tender Processing Fee (Nonrefundable)	Amount Rs. DD No: DD Date: Issuing Bank &Branch:
14	EMD	Amount Rs.: DD No./BG No.: DD/BG Date: Issuing Bank & Branch:
15	Details of certificates enclosed.	

**ANNEXURE- II**

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER  
(On Non-Judicial Stamp paper of Rs. 100)**

I, \_\_\_\_\_ Son / Daughter / Wife of Shri\_\_\_\_\_ resident of \_\_\_\_\_ Proprietor/Director authorized signatory of the agency/Firm (M/s\_\_\_\_\_), do hereby solemnly affirm and declare as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended /blacklisted business dealings. I/We further undertake to report to the Registrar(i/c) , RGUKT immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:  
Place:

Address:

(Signature of the Bidder)  
Name:  
Designation  
Seal of the Agency

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

**Deponent**

**ANNEXURE-III**

**Ref. No.: RGUKT-AP /E-Proc/SA/Shoes & Socks/ET28/2023, dated.12.01.2023**

**EMD form**

(To be issued by any Scheduled Bank )

Whereas.....(here in after called “ the Bidder”) has submitted its bid  
Dated.....(Date). For the execution of .....(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....of .....having our

Registered office at .....(hereinafter called the “Bank”) are bound unto the Rajiv  
Gandhi University of Knowledge Technologies, (hereinafter called “RGUKT”) in the sum of  
.....for which payment well and truly to be made to the said RGUKT-Andhra Pradesh itself, its  
successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT during the period of bid validity
  - a. Fails or refuses to execute the contract form if required; or
  - b. Fails or refuses to furnish the performance security, in accordance with the bid requirement;  
We undertake to pay the RGUKT up to the above amount upon receipt of its first written demand, without the RGUKT having to substantiate its demand, provided that in its demand the RGUKT will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 60 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place: Signature of the Bank

Date: and seal.

**ANNEXURE- IV**

**FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY DEPOSIT**

(To be executed by any scheduled bank, on a Rs.100/- non-judicial stamp paper under bank's covering letter mentioning address of the bank)

**Ref. No.: RGUKT-AP /E-Proc/SA/Shoes & Socks/ET28/2023, Dated: 12.01.2023**

To,  
The Chief Administrative Officer, RGUKT  
(Respective Campuses addresses)

WHEREAS..... (Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of Contract No.....Dated,.....(Date), to supply.....called "the Contract" AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a Scheduled bank for the sum specified therein as security for compliance with the supplier's performance Obligations in accordance with the Contract.

In consideration of, the Director, \_\_\_\_\_ [hereinafter referred to as RGUKT, Andhra Pradesh, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s\_\_\_\_\_ [hereinafter referred to as 'supplier /contractor/bidder' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with RGUKT Andhra Pradesh a sum of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no dated \_\_\_\_\_ [ hereinafter referred as the order'] placed by The RGUKT Andhra Pradesh on the said supplier /contractor.

We,\_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay RGUKT an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by RGUKT on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We\_\_\_\_\_ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from RGUKT Andhra Pradesh stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by RGUKT Andhra Pradesh without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of RGUKT Andhra Pradesh under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till RGUKT Andhra

Pradesh certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.

3. We the bank, undertake to pay to RGUKT Andhra Pradesh any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We \_\_\_\_\_ the bank further agree that RGUKT Andhra Pradesh shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable RGUKT Andhra Pradesh against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of RGUKT Andhra Pradesh or any indulgence by RGUKT Andhra Pradesh to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to RGUKT Andhra Pradesh.
8. We, \_\_\_\_\_ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of RGUKT Andhra Pradesh in writing.
9. THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
10. This guarantee is valid until the .....day of ..... (Date)

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature  
For the Bank**

**Witness: Name(s) & Designation(s)  
Name & Address**

**ANNEXURE-V**

**SUPPLY AGREEMENT FORM**

THIS AGREEMENT made this ..... day of..... (Year). Between the Rajiv Gandhi University of Knowledge Technologies, Andhra Pradesh (hereinafter "the RGUKT, Andhra Pradesh ") of one part and..... (Name of Vendor) of..... (City and Country of Vendor) (Hereinafter "the Vendor") of the other part:

WHEREAS the RGUKT, Andhra Pradesh is desirous that certain items as described in the bid document and briefly outlined below, should be provided by the Vendor.

**Tender Ref. No & Date:**

**Title of the project:**

**Brief outline of the work:**

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

1. bid documents
2. pre - bid conference minutes if any,
3. clarification on bid document issued if any,
4. RGUKT-RK Valley notification of award.

In consideration of the payments to be made by the RGUKT, Andhra Pradesh to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the RGUKT, Andhra Pradesh to provide the **items and to remedy defects in items** therein in conformity, in all respects, with the provisions of the contract.

The RGUKT, Andhra Pradesh hereby covenants to pay the Vendor in consideration of the provision of the items and **to remedy defects in items** therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the items which shall be provided by the Vendor are as under:

Items	Quantity	Unit price (Inclusive of all taxes and duties)	Total Amount	Remarks

**The Bidder further notes and accepts that:-**

- Bidder shall deliver the goods in one single lot within 90 days from the date of award of the contract.

- 90% of contract value on successful supply of the items and confirmation of test results to the specifications and acceptance of material. Balance 10% after one month from the date of acceptance.
- Note: Material/Items will be accepted only after receipt of satisfactory test reports on random samples conforming adherence to tender specifications.
- Time for obtaining test reports of the material supplied on random basis and payment of 90% within 90 days.
  - Any delay in supply (after completion of the date of delivery) of the items ordered are liable for deduction at the rate of 1% of the total work order for every week of delayed supply to a maximum of 5% of the value of the items. If delay continues beyond five weeks, contract is liable for cancellation performance and the performance security deposit will be forfeited.
  - If it is found that there is any non-conformance to specifications the performance security deposit will be forfeited and the bidder will have no claim to any payments. The entire lot will be rejected. Upon intimation of rejection, the bidder has to remove the material immediately.
  - In case, after random sampling of the supplied lot, it is found that there is any non-conformance to specifications, the performance security deposit will be en-cashed and forfeited and the bidder will have no claim to any payments. The entire lot will be rejected.
  - The supply and distribution of material shall be done at RGUKT, Andhra Pradesh Campuses.
- There shall be a warranty period of 6 months and within the warranty period, in case of any damage to the supplied material like discoloring, wear out etc., it will be the responsibility of the supplier to replace the damaged material with a new one.
- RGUKT reserves the right to pick random samples from the items delivered by the successful bidder. These sample will be subjected to tests, if necessary at labs anywhere in the country to ensure compliance to specifications. If the result indicates non-conformance, the entire lot will be rejected and the contract will stand cancelled without any liability on the part of RGUKT, Andhra Pradesh. In addition, this event shall lead to the forfeiture of the performance security deposit amount.
- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co – operation and RGUKT decision shall be final on all such matters and shall be binding on the bidder.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year above written.

Signed, and delivered by  
for the Vendor.  
Vendor's common seal:  
Place  
Date:

Signed, and delivered by  
For. Rajiv Gandhi University of  
Knowledge Technologies,  
RGUKT- Campus Name common seal:  
Place:  
Date:

In the presence of:.....



**ANNEXURE-VI**

**BID LETTER FORM**

From:

(Registered name and address of the bidder)

To

The Chief Administrative Officer,

RGUKT-A.P

Camp Office Address: RGUKT Nuzvid Campus, Nuzvid,

Eluru District, Andhra Pradesh, Pin: 521202.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to supply and deliver the material (and other related materials) according to the tender document as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to supply the above mentioned materials, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs ..... (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT or its user organization.

If our bid is accepted, we undertake to:

- a. supply the materials according to the time schedule specified in the bid document,
- b. submit the performance security deposit from a Scheduled bank in accordance with bid requirements.
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and the bid may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

**Annexure-VII**

**NON BLACKLISTING CERTIFICATE**

**[To be submitted on letterhead]**

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / University / Institute on any account.

I/We also certify that firm will provide material as per the specification given by RGUKT, and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Service Provider:

Seal of the Service Provider:

**Annexure- VIII**

**Name of the Bidder**.....

**Annual Turnover Statement**

Bidder shall indicate herein his annual turnover during the following two financial years based on the audited balance sheet / profit and loss account statement.

<b>S. No</b>	<b>Financial year</b>	<b>Subject Material Annual Turnover (shoes and Sacks)</b>
1	2019-20	
2	2020-21	
3	2021-22	

**Signature of Chartered Accountant**

**Name:**

**Membership No.:**

**Seal**

## Annexure IX

### List of Major Customers on Subject Material and Satisfactory Performance Certificates from them

S. No	Customer Full Address	Year of supply	Item Name	Amount (Rs.)

## Annexure X

### Financial Bid

#### Price Schedule for Goods offered

Please quote amounts in numerals and words at each place.

S.No.	Description	Qty	Price per pair without GST(Rs.)	GST	Price per pair with GST (Rs.)	Total Value (Rs.) (3*6)
1	2	3	4	5	6	7
1	Black Formal Shoes for Boys	7958				
2	Black Formal Shoes for Girls	9042				
3	Sports Shoes	17000				
4	Socks	1,36,000				

#### Note:

RGUKT will follow the AP State Government norms relating to reverse tendering in vogue before awarding the contract as per the G.O.MS No. 79, Finance (HR.V-TER) Department, dated 25-8-2020.

## CHECK LIST

**Important:**

The Bidder must ensure that the following details/documents in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below and furnish accordingly. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

S. No	Details	Serial No of Document (Page No.)
1	Tender Processing Fee (Rs.50,000)	
2	EMD- DD/BG (Rs.5,00,000)	
3	Name of the firm and Firm Registration certificate	
4	Bidder Letter Form as per Annexure- VI	
5	Bidder Information as per Annexure- I	
6	Declaration For Fair Business by the Bidder as per Annexure-II	
7	GST Registration Certificate	
8	Annual Turnover as per Annexure-VIII	
9	Proof of experience of supplying 17000 in any two financial years in the last three financial years i.e., FY19-20, FY20-21 & FY21-22 to government agencies/universities /government education institutions/ hospitals / autonomous bodies etc.,- work order copies as annexure-XI	
10	PAN card copy	
11	Income Tax Return filed (FY20-21 & FY 21-22)	
12	Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder.	
13	Power of Attorney, wherever applicable	
14	Bid document bearing signature and firm seal on all the pages	
15	Test Report	

**NOTE: All pages of the bid documents must be serially numbered and signed.**

The specification and conditions furnished in the bidding document shall prevail over those of any other document forming part of our bid, except only to the extent of deviations furnished in these statements.

Place:

Bidder signature

Date:

and seal

**Note:**

For every item appropriate remarks should be indicated like 'Yes/No/ No deviation/ Agreed/ Enclosed' etc. as the case may be.