

**Ref No.: RGUKT/E-Proc/Examination Booklets and Various Certificates/ET39/2023**

**Date: 15.07.2023**

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**(E-Procurement)**

**PRINTING AND SUPPLY OF VARIOUS TYPES OF CERTIFICATES &  
EXAMINATION BOOKLETS ON RATE CONTRACT BASIS FOR  
YEAR 2023-24**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**Chancellor's Camp Office, RGUKT Nuzvid campus, Nuzvid,**  
**Eluru District**  
**Andhra Pradesh- 521202**

**Proprietary & Confidential**

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**News paper 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 Services, Examination booklets and other certificates and Statutory Audit tenders/ET34-ET39/2023,**

**Dt.15.07.2023**

**E-PROCUREMENT - TENDER NOTICE**

Online tenders are hereby invited for **1)** Procurement of a) Class Uniforms b) Sports Uniforms, c) Shoes and Socks, **2)** Providing Catering Services including Maintenance of Kitchen and Dining Halls for the messes of RGUKT four campuses. **3)** Expression of Interest for Conduct of Statutory Audit for the financial years 2018-19, 2019-20, 2020-21 & 2021-22. **4)** Supply and printing of Examination booklets and various certificates to all four campuses of RGUKT through Rate Contract for the A.Y.2023-24.

Interested bidders can download and submit bids online from **15.07.2023** 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**

## Time schedule

### Printing and Supply of Various Certificates & Examination Booklets on rate contract basis to all four campuses of RGUKT.

Bid Calling Date	15.07.2023
Bid documents downloading start date	18.07.2023 at 11:00 AM
Pre-Bid Meeting at Office of the Chancellor, RGUKT Nuzvid campus, Nuzvid	27.07.2023 at 12:00 Noon
Bid documents downloading end date	14.08.2023 at 04:30 PM
Last date for uploading of online documents	14.08.2023 at 05:00 PM
Last date for submission of Hard Copies of necessary documents (scanned copies)	17.08.2023 till 05:00 PM
Technical Bid openingdate/time	23.08.2023 at 11:00 AM
Price Bid opening date/time	23.08.2023 at 04:00 PM
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	Within Six weeks from the date of receipt of notification of award
<b>Contact person</b>	The Chief Administrative Officer, RGUKT-AP.
<b>Reference No.</b>	RGUKT/E-Proc/Examination Booklets and Various Certificates/ ET39/ 2023, Dated 15.07.2023

#### CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) on or before 25.07.2023 before 5:00 PM or the bidders can also attend the pre bid meeting to clarify their queries. 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 website 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 the RGUKT.

#### **Note:**

The dates stipulated above are firm and under no circumstances they will be relaxed 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.

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

## Section I

### INVITATION FOR BIDS

**Ref No.: RGUKT/E-Proc/Examination Booklets and Various Certificates/ET39/2023**

**Date:15.07.2023**

**Subject:** Tender for Printing and Supply of Various Certificates & Examination Booklets on rate contract basis for a period of one year viz. 2023-24 to all four campuses of RGUKT.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the reputed printers/firms/agencies/suppliers/manufacturers for Printing and Supply of Various Certificates & Examination Booklets on rate contract basis for a period of one year to all four campuses of RGUKT under two bid systems (Technical Bid & Price Bid). The details of bidding conditions and other terms can be downloaded from our website [www.rgukt.in](http://www.rgukt.in) as well as on e-procurement platform <https://tender.apeprocurement.gov.in>.
- 2) The participating bidders will have to pay non-refundable tender processing fee of Rs.20,000/- 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.1,80,000/- (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 (FAC), RGUKT –A.P, Nuzvid campus, Eluru District, Andhra Pradesh, Pin : 521202 so as to reach by 17.08.2023 on or before 05:00 PM. **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**

<b>Item</b>	<b>Description</b>
Work Description	Printing and Supply of Various Certificates & Examination Booklets on rate contract basis for a period of one year viz. 2023-24 to all four campuses of RGUKT.
EMD /Bid Security (Refundable)	Rs.1,80,000/- 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 * Exempted for MSMEs
Tender Fee (Non-refundable)	Rs.20,000/- by way of Demand Draft from any Scheduled/Nationalized Bank in favor of The Registrar, RGUKT along with bids.
Bid Validity Period	90 days from the date of opening of commercial bid
EMD/ BANK GUARANTEE (BG) Validity Period	DD - 90 days BG - 180 days
Period for furnishing performance Security	Within 10 days from date of receipt of award
Delivery Schedule	a) The items must be delivered within 6 weeks from the date of issue of the Purchase Order. b) 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. c) The supplier shall start the bulk printing only after getting sample of printed Proofs approved by RGUKT-AP. d) The shortage or counting error or external damages due to defective packing should be replaced by the supplier at free of cost.
Performance security value	7.5% of contract value by way of Demand Draft /BG from any Irrevocable Bank Guarantee from any Scheduled Bank or Nationalized Bank
Performance security validity period	36 months from date of supply or 39 months from date of delivery whichever comes earlier
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
<b>Payment terms</b>	
Payment of bill	100% payment shall be released after the successful delivery of the ordered items and on getting satisfactory certificate from the concerned campus.
Penalty for delay in supplies	For delays: - If the supplier fails to deliver any (or) all of the goods or perform the services within the time period specified in the contract the purchaser shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damages a sum equivalent to 2% of the contract value per a week until actual delivery or performance up to a maximum deduction of 10% of the delayed goods or services contract price. Once the maximum deduction is reached, the purchaser may consider the termination of the contract duly forfeiting the performance security etc.
Placing purchase order	➤ RGUKT, Andhra Pradesh will place order on identified successful

	<p>bidder.</p> <ul style="list-style-type: none"> <li>➤ All the payments shall be made directly by RGUKT to the successful bidder as per the tender terms and conditions.</li> <li>➤ RGUKT can split the order basing on the quoted price and service track record of the firm. The decision of RGUKT is final in this regard.</li> </ul>
Bid submission	Online through e-procurement platform i.e. <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> .
Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded one-marketplace 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/Bid Security and Tender processing fees (DD) must reach the Chief Administrative Officer (FAC), RGUKT-AP, Nuzvid, Nuzvid (M), Eluru Dt., Andhra Pradesh – 521202 on or before 17.08.2023.</li> <li>3. RGUKT will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>4. RGUKT will not hold responsibility for the postal delay.</li> <li>5. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited.</li> <li>6. The rates should be quoted through online only.</li> <li>7. The financial bids of the Service Providers, who qualified the technical bid, shall only be opened.</li> </ol>
<b>Termination of contract</b>	<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>

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

The RGUKT invites tenders for Printing and Supply of Various Certificates& Examination Booklets on rate contract basis for a period of one year viz., 2023-24 from reputed printers/firms/agencies/suppliers/manufacturers under two bid system (Technical Bid & Price Bid) 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:**

Printing and Supply of Various Certificates& Examination Booklets on rate contract basis for a period of one year viz., 2023-24 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. The Detailed requirement and technical specifications are mentioned in **Annexure – VIII**.

#### **PERIOD OF CONTRACT:**

The contract shall be initially for a period of one year viz., 2023-24 which may be extended for further one year on mutual consent subject to satisfactory performance as decided by the competent authority.

### **3. Tender Processing fee:**

Tender Processing Fee: the tender should be accompanied by the tender processing fee of Rs. 20,000 in the form of DD (only) in the favor of the Registrar, RGUKT payable at SBI Nuzvid from any Scheduled Bank or by way of Irrevocable Bank Guarantee.

### **4. EARNEST MONEY DEPOSIT / BID SECURITY:**

- i. The bid should be accompanied by Earnest Money Deposit (EMD) of **Rs. 1,80,000/-** by way of crossed Demand Draft/BG drawn from any Nationalized or scheduled Bank in favor of “Registrar, RGUKT” payable at SBI Nuzvid.
- ii. The EMD shall not carry any interest. Tenders received without EMD's will be summarily rejected  
**Forfeiture of the EMD:** the forfeiture of EMD will be made in the following events:
  - i. The bidder qualifies as L1 and backs out of the L1 quotes/tender specification/ tender terms & conditions.
  - ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
  - iii. The bidder withdraws his tender after acceptance.
  - iv. The bidder withdraws his tender before expiry of the validity period of the tender.
  - v. The bidder violates any provisions of the terms and conditions of this tender specification.



**REFUND OF EMD:**

- vi. In case of unsuccessful bidder, the EMD will be returned to them after finalization of the L1 vendor.
- vii. The EMD will be returned to the L1 bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT, AP.

**5. 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.

**6. INCOME TAX:**

During the contract period, deduction of income tax and surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time on the gross amount of each bill.

**7. RATES, TAXES AND DUTIES:**

All the rates in the tender shall be inclusive of all statutory compliances like GST etc.

**8. ELIGIBILITY CRITERIA:**

- a) Tender document with proper seal and signature of authorized person on each page of the bid submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/company whose signature should be verified, and certificate of authority should be submitted.
- b) The tenderer shall be either proprietorship or partnership firm or a company registered under the companies Act 1956 or a registered society. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.
- c) Copy of the PAN card of the firm must be uploaded as detailed below.
  - i. If a firm is sole proprietorship PAN card copy of the proprietorship.
  - ii. If a firm is partnership PAN card copy of the firm only (partners PAN card copy will not be considered).
  - iii. If a firm is private Ltd., or Public Ltd. company, PAN card copy of the company.
- d) Audited balance sheet and Profit and Loss account for the financial years 2019 – 20, 2020 – 21, and 2021– 2022 must be uploaded certified by Chartered accountant.
- e) Details of Income tax returns filed for the years 2019 – 20, 2020 – 21, and 2021– 2022 must be uploaded.

- f) A certificate by the auditor/ CA/ CS indicating the turnover of the firm should be enclosed. The bidder should have minimum average turnover of Rs 60,00,000 Lakhs in last three financial years (2019 –20, 2020 –21, and 2021– 2022).
- g) The bidder should be in business of manufacture and/or printing and supply of Examination Certificates & Booklets for a minimum period of Three years as on bid calling date. Copy of relevant Purchase orders/Satisfactory certificate should be submitted as proof of three years' experience in supply of Examination Certificates & Booklets.
- h) The copy of Supply Orders/ Contracts/ Agreements issued by/ signed with Government Educational Institutions such as IITs, NITs, or other such Central Universities/state Government universities/Research Centers executed by the bidders in last three years shall be enclosed.
- i) The bidder should furnish satisfactory performance certificate from the parties concerned to whom bulk supplies were affected. RGUKT may contact any such parties to elicit details.
- j) List of Present Clientele with contact addresses & telephone numbers.
- k) The bidder should not have been blacklisted/ debarred by any organization on any account for the last three financial years. A self-declaration letter to that effect on the firm letter head has to be submitted (**Annexure V**).
- l) Technical compliance statement as per the **Annexure VI** has to be submitted.

**Note:** All the copies of certificates furnished should be signed by bidder along with their seal. The bidders must submit all relevant documentary evidence to support their claim for eligibility in placing bid. **The tenders received without the above documents will be rejected.**

#### **9. METHOD OF SUBMISSION:**

Bids shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in)
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. 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.
- iv. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- v. The bidders should scan and upload the respective documents in technical documentation as per the check list.
- vi. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Chief Administrative Officer (FAC), RGUKT-AP, Nuzvid Mandal, Eluru District, Andhra Pradesh -521202", by **05:00PM on 17.08.2023** (**No physical submission of price bid will be entertained**)
- vii. Failure to furnish any of the uploaded documents, certificates, will entitle in rejection of the bid. The RGUKT-AP 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.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.

- x. The rates should be quoted online only.

**10. EVALUATION PROCEDURE:**

- i. The Technical Bids will be opened as per the schedule given in the tender document
- ii. The tenders will be evaluated to ascertain the capability of the bidders to provide the material within the period mentioned above and to assess whether the bidder satisfies the eligibility criteria as detailed in Section 5 & As per Annexure-I
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. 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-AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT-AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT-AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.

**11. BID PRICE:**

- i. The price should be quoted in Indian Rupees with delivery at all four campuses of RGUKT, failing which the bid would be rejected. The price shall be written both in figures & words in the prescribed offer form.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account. But any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the delivery should be passed on to the Purchaser (i.e., RGUKT-AP).
- iii. Any variation arises between unit price and the corresponding quoted total cost then the unit rate will prevail for calculating the total cost.
- iv. If there is a discrepancy between amount in words and figures, the amount in the words will prevail.
- v. Incomplete and/or conditional bids shall be liable to rejection. Prices should be quoted as per the format of price bid.

**12. Bid Preparation:**

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare and submit all the self-attested photocopies of documents mentioned in the **Annexure I** to qualify technical bid.

Part II: Financial Bid: The bidder shall prepare the price bid as prescribed proforma (**Annexure-VII**) of the bid document

- 1. The Price Bids of all the technically qualified bidders will be opened on 23.08.2023 at 04:00 PM 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.
2. RGUKT will follow the AP State Government norms relating to reverse tendering in vogue before awarding the contract.
  3. The rate shall be quoted in INR
  4. The offered unit price shall be inclusive of standard packing, freight to destination, insurance, loading and unloading charges, installation etc.
  5. GST both in percentage and INR shall be shown separately.
  6. 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.
  7. 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.

### **13. DELIVERY SCHEDULE:**

- i. The delivery period is 6 (Six) Weeks from the date of Purchase Order.
- ii. The supplier shall start the bulk printing only after getting sample of printed Proofs approved by RGUKT-AP.
- iii. The shortage or counting error or external damages due to defective packing should be replaced by the supplier at free of cost.
- iv. The bidder shall deliver the various certificates and examination booklets 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.
- v. In the event of delayed delivery i.e., delivery after the expiry of the delivery period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered items as detailed below:

**Note:** If any items or part of items not delivered as per the purchase order during the stipulated time penalty will be calculated on all undelivered items.

@2% for the One week

@4% for Two weeks

@6% for Three weeks

@8% for four weeks

@10% for Five weeks

if delay continues beyond 6 weeks, then the contract is liable to be canceled.

- vi. The delivery is not deemed to be complete until and unless the ordered products are checked and accepted by the RGUKT-,AP as per the order and specifications. After the delivery is made, if it is discovered that the items supplied are not according to our requirement, such supply would be rejected at the supplier's cost.

### **14. PAYMENT TERMS:**

- i. 100% payment shall be released after the successful delivery of ordered items after obtaining satisfactory report from the concerned department. Payment shall be paid

through RTGS/NEFT/Cheque within 45 days on delivery of items & on receipt of the following details:

- a. Original invoice duly signed by the authorized signatory.
- b. Item acceptance certificate duly signed and sealed from authorized representative of RGUKT, AP.
- c. PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

#### **15. GUARANTEE:**

The vendor shall provide a Certificate of Guarantee guaranteeing the Purchaser Company of the satisfactory operation of the machines given by the vendor.

#### **16. ROYALTIES AND PATENTS:**

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidder shall protect RGUKT-AP against any claims thereof. RGUKT-AP shall have the right to relax or waive or alter any of the provisions of the tender document.

If the bidder wishes to depart from the Technical specifications in any respect he shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form as per ANNEXURE-VI. Unless this is done, the requirements of the Technical specification will be deemed to have been accepted in every respect. The RGUKT-AP reserves the right to accept/reject any or all of the deviations shown by the bidder.

#### **17. INSTRUCTIONS TO BIDDERS**

- 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.
- Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 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.
- All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. RGUKT-AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- The RGUKT-AP will notify the bidder whose tender has been accepted.
- The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- 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 guarantee after taking Letter of Intent but before having contract agreement. Failure to enter into an agreement within the stipulated time will result in forfeiture of the EMD.

**18. FORCE MAJEURE:**

During force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock outs, Epidemics, Civil Commotions, the bidder shall inform the Purchaser immediately and provide their best possible service in given circumstances, and resume services as soon as possible after force majeure ceases.

**19. ARBITRATION:**

In the event of any dispute or differences between the supplier and the purchaser whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

- i. The Construction or interpretation of the terms and conditions
- ii. The respective rights and liabilities of the parties hereto there under
- iii. Any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the RGUKT-AP may nominate and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

**20. 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 (by negotiations) and the RGUKT-AP decision shall be final on all such matters and shall be binding on the Bidder.

**21. DISCLAIMER:**

- i. Neither RGUKT-AP 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-AP 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.
- ii. RGUKT-AP reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- iii. RGUKT, Nuzvid reserves the right to change any or all the provisions of this tender document.

**22. REJECTION OF TENDERS:**

The RGUKT-AP 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. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited. For breach of any of the conditions prescribed in the tender or as

specified by the RGUKT-AP from time to time, the EMD is liable to the forfeited. Decision of the Director, RGUKT-AP in this regard is final and binding on bidder.

### **23. TERMS AND CONDITIONS**

1. The entire work intended to tender is of confidential in nature. Hence the absolute confidentiality should be maintained.
2. Any damages, variations or mistakes in the printing work, the supplier shall have to reprint and supply without any additional cost to RGUKT AP.
3. All input materials irrespective of type required for the execution of the tender work should be borne by the tenderer only.
4. The supplier shall be responsible for good quality printing work.
5. The supplier shall start the bulk printing only after getting sample of printed Proofs approved by RGUKT Nuzvid.
6. The shortage or counting error or external damages due to defective packing should be replaced by the supplier at free of cost.
7. If the supplied certificates are not per specification, proof approved and used substandard paper, the whole supply shall be rejected at any point of time.
8. The work should not be leased or outsourced to third party completely or partially.
9. The bidder is fully responsible to take adequate precautionary measure to safeguard the material starting from the manufacturing unit till deliver of goods to the board against natural calamities.
10. The rates mentioned include paper cost, printing, pinning, packing and delivery to the RGUKT with loading & unloading and tax.
11. L1 will be decided on the grand Total price of all the items. The vendor who stood lowest (L1) in Grand Total Price (including Tax, transportation, loading unloading charges etc.) will be awarded the rate contract. Also. The RGUKT- AP may ask for negotiations for some or all of the items with L1 bidder.

-

**Annexure I**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Chief Administrative Officer (FAC),  
RGUKT-Andhra Pradesh  
Nuzvid Mandal  
Eluru District-221202  
Andhra Pradesh.

Sir,

Having examined the bidding documents and amendments there on, for the printing and supply of various certificates & examination booklets on rate contract basis for a period of one year viz., 2023-24 at RGUKT, Andhra Pradesh, Nuzvid, Eluru District-521202, Andhra Pradesh in response to your tender call dated 15.07.2023

1. I/We hereby offer to printing and supply of various examination certificates & booklets on rate contract basis as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT-Nuzvid.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly Examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - a. A sole proprietorship firm and the person signing the bid document is the sole Proprietor/constituted attorney of the sole proprietor (OR)
  - b. A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - c. A company and the person signing the document is the constituted attorney/ authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to,
  - a) Provide services/execute the work according to the time schedule specified in the bid document,



- b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
  - c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. 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.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure II**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer	
13	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

**Annexure-III**  
**List of Major Customers**

S.No.	Customer full address with Phone number and mail id	Year of supply	Examination Certificates Booklets supplied

**Annexure-IV**  
**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 / Institute on any account.

I/We also certify that firm will supply the item as per the specification given by RGUKT, Andhra Pradesh and 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 later it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, Andhra Pradesh may impose any action as per the rules.

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder:

**Annexure- V**

**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-VI**  
**Technical Compliance Statement**

Technical compliance statement as per technical specifications mentioned in this document (taking into consideration all the amendments issued to this document, if any) is to be submitted in the following format:

<b>S.No</b>	<b>Item Name</b>	<b>Specification Required</b>	<b>Specification of quoted item along with model, make and special features, if any</b>	<b>Compliance (Complied/ Complied higher / Complied lower)</b>
1	<b>GRADE SHEETS</b> As per specifications mentioned in Annexure - VIII			
2	<b>PUC Certificate Cum Transcript</b> As per specifications mentioned in Annexure - VIII			
3	<b>CMM</b> As per specifications mentioned in Annexure - VIII			
4	<b>Original Degree</b> As per specifications mentioned in Annexure - VIII			
5	<b>Provisional Certificates</b> As per specifications mentioned in Annexure - VIII			
6	<b>8 Pages booklets</b> As per specifications mentioned in Annexure - VIII			
7	<b>16 pages booklets</b> As per specifications mentioned in Annexure - VIII			
8	<b>2 pages Additional Sheets</b> As per specifications mentioned in Annexure - VIII			

**Annexure-VII**  
**Financial Bid**

S.No.	Item details with make and model	Quantity (No's)	Unit Price without taxes (Rs.)	Taxes/ Duties etc on unit price (Rs.)	Total price with taxes, duties etc.(Rs.)
1	<b>GRADE SHEETS</b> As per specifications mentioned in Annexure - VIII	<b>28100</b>			
2	<b>PUC Certificate Cum Transcript</b> As per specifications mentioned in Annexure - VIII	<b>11800</b>			
3	<b>CMM</b> As per specifications mentioned in Annexure - VIII	<b>6600</b>			
4	<b>Original Degree</b> As per specifications mentioned in Annexure - VIII	<b>7300</b>			
5	<b>Provisional Certificates</b> As per specifications mentioned in Annexure - VIII	<b>5800</b>			
6	<b>8 Pages booklets</b> As per specifications mentioned in Annexure - VIII	<b>826000</b>			
7	<b>16 pages booklets</b> As per specifications mentioned in Annexure - VIII	<b>268000</b>			
8	<b>2 pages Additional Sheets</b> As per specifications mentioned in Annexure - VIII	<b>620000</b>			

**Note**

- **The unit price for each of the item quoted should be inclusive of standard packing, freight, transit, insurance, loading and unloading charges, installation etc.**

(Signature of Bidder along with stamp)

**Annexure-VIII**  
**Detailed requirement and Technical Specifications**

S. No	Name of the Item	Specifications	Qty
1	GRADE SHEETS	In the size of A4 on 110 Lucky Parchment paper with the following security features and Gothic Numbering. <b><u>SECURITY FEACTURES:</u></b> - 1) Micro Line Printing 2) Reverse Micro Printing 3) Void pantograph 4) Invisible Ink printing 5) Rainbow printing 6) Opaque Test 7) H.R. Boarder 8) Gold foil. 9. Dual&Micro Hidden 10. Guilloche pattern	28100
2	PUC Certificate Cum Transcript	In the size of A4 Size on 160 GSM (250 Micron) Teslin paper, tear resistance and water proof paper with security features and serial number. Front three color printing with gothic number. <b><u>SECURITY FEATURES:</u></b> 1) Micro Line Printing 2) Reverse Micro Printing 3) Void pantograph 4) Invisible Ink printing 5) Rainbow printing 6) Opaque Test 7) H.R. Boarder 8) Gold foil. 9.Dual&Micro Hidden 10. Guilloche pattern	11800
3	CMM	In the size of A4 size on 160 GSM (250 Microns) Teslin Paper, Tear Resistance, and waterproof paper with security features and with serial numbers. Front Single-color printing with gothic number <b><u>SECURITY FEATURES:</u></b> 1) Micro Line Printing 2) Reverse Micro Printing 3) Void pantograph 4) Invisible Ink printing 5) Rainbow printing 6) Opaque Test 7) H.R. Boarder 8) Gold foil. 9.Dual&Micro Hidden 10. Guilloche pattern	6600

4	Original Degree	<p>In the size of A4 size on 247 GSM (350 Microns) Teslin Paper, Tear Resistance and waterproof paper with security features and serial numbers. Front Two color printing with gothic number.</p> <p><b>SECURITY FEATURES:</b></p> <ol style="list-style-type: none"> <li>1) Micro Line Printing</li> <li>2) Reverse Micro Printing</li> <li>3) Void pantograph</li> <li>4) Invisible Ink printing</li> <li>5) Rainbow printing</li> <li>6) Opaque Test</li> <li>7) H.R. Boarder</li> <li>8) Gold foil.</li> <li>9) Dual&amp;Micro Hidden</li> <li>10) Guilloche pattern</li> </ol>	7300
5	Provisional Certificates	<p>In the size of A4(210 x297 MM) on 110 Lucky Parchment paper with security features and Gothic Numbering.</p> <p><b>SECURITY FEATURES:</b></p> <ol style="list-style-type: none"> <li>1) Micro Line Printing</li> <li>2) Reverse Micro Printing</li> <li>3) Void pantograph</li> <li>4) Invisible Ink printing</li> <li>5) Rainbow printing</li> <li>6) Opaque Test</li> <li>7) H.R. Boarder</li> <li>8) Gold foil.</li> <li>9) Dual&amp;Micro Hidden</li> <li>10) Guilloche pattern</li> </ol>	5800
6	8 Pages booklets	<p>In the size of A4 (210 x297 MM) on 60 GSM paper. Front single colour printing with gothic Numbering and pinning.</p> <p><b>SECURITY FEATURES:</b></p> <ol style="list-style-type: none"> <li>1) Micro Line Printing</li> <li>2) Reverse Micro Printing</li> <li>3) Opaque Test</li> </ol>	8,26,000
7	16 pages booklets	<p>In the size of A4 (210 x297 MM) on 60 GSM paper. Front single colour printing with gothic Numbering and pinning.</p> <p><b>SECURITY FEATURES:</b></p> <ol style="list-style-type: none"> <li>1) Micro Line Printing</li> <li>2) Reverse Micro Printing</li> <li>3) Opaque Test</li> </ol>	2,68,000
8	2 pages Additional Sheets	<p>In the size of A4 (210 x297 MM) on 60 GSM paper. Front single colour printing with gothic Numbering and pinning.</p> <p><b>SECURITY FEATURES:</b></p> <ol style="list-style-type: none"> <li>1) Micro Line Printing</li> <li>2) Reverse Micro Printing</li> <li>3) Opaque Test</li> </ol>	6,20,000



# Grade Sheet



**Rajiv Gandhi University of Knowledge Technologies**  
**Andhra Pradesh**

S.No. 1919990

**Statement of Grades**

Name :

Reg. No. :

Degree :

Semester :

Discipline :

Year :

Course Code	Course Title	Credits	Grade
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-15deg);">COPY</p>			
Semester Grade Point Average (SGPA)			
Cumulative Grade Point Average (CGPA)			

Date :



**Controller of Examinations**  
Nuzvid, A.P. - 521 202

To e-Verify the authenticity of this certificate visit [www.rgukt.ac.in/examcell](http://www.rgukt.ac.in/examcell)

## GENERAL INFORMATION

### 1. Grading System :

A grading on the (normal) curve six point letter grading system is followed for the evaluation and the award of grades.

Performance	Grade	Grade Point
Excellent	Ex	10
Very Good	A	9
Good	B	8
Fair	C	7
Average	D	6
Remedial (Fail)	R	0

The "P" grade indicates 'Pass' status in a non – credited course.

The asterisk (\*) marked grade indicates the grade obtained in remedial examination. It shall be treated as next lower grade. However, D \* is equivalent to D grade.

The caret (^) marked grade indicates the grade obtained in grade improvement examination.

### 2. Highest possible CGPA in the system is 10.00

### 3. Class will be awarded as indicated in the following table:

CGPA Range	Class Awarded
$CGPA \geq 8.00$	Distinction
$7.00 \leq CGPA < 8.00$	First Class
$6.00 \leq CGPA < 7.00$	Second Class
$CGPA < 6.00$	Remedial (Fail)

### 4. Formula for converting CGPA into equivalent percentage of marks is shown below:

$$\text{Average percentage of marks} = CGPA * 10$$

### 5. Abbreviations:

SGPA: Semester Grade Point Average

CGPA: Cumulative Grade Point Average

Br: Breadth

Cr: Credits

Gr: Grade Obtained

Prepared By	
Verified By	

# PUC Certificate cum Transcript



**Rajiv Gandhi University of Knowledge Technologies  
Andhra Pradesh**

S.No. 201c

**PUC Certificate-cum-Transcript**

COOPY




COOPY

This two year programme is equivalent to 2 - year Intermediate of Board of Intermediate Education, AP - Hyderabad with Ra.No. 51009/ERT/ W-III / 2009-10 dt. 06-05-2010

**Controller of Examination  
Nuzvid, A.P. - 521 202**

# CMM

 **Rajiv Gandhi University of Knowledge Technologies**  
**Andhra Pradesh** S.No. 1801  
**CONSOLIDATED STATEMENT OF GRADES**


COPY COPY

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COPY COPY

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COPY COPY



**Controller of Examinations**  
Nuzvid, A.P. - 521 202

To e-Verify the authenticity of this certificate visit [www.rguktn.ac.in/examcell](http://www.rguktn.ac.in/examcell)

**Director**

Original Degree



Director  
Nuzvid - 521 202

To e-Verify the authenticity of this certificate visit [www.rguikt.ac.in/examcell](http://www.rguikt.ac.in/examcell)



Vice-Chancellor

Prepared by	
Verified by	

Controller of Examinations

Provisional Certificates

S.No. 1503863

Rajiv Gandhi University of Knowledge Technologies  
Andhra Pradesh



Reg. No. :

PROVISIONAL CERTIFICATE

This is to certify that Ms. / Mr. \_\_\_\_\_

son / daughter of Smt. / Sri. \_\_\_\_\_

is qualified for the award of the degree of \_\_\_\_\_

in \_\_\_\_\_

of this university for having passed the prescribed examination held

during \_\_\_\_\_ with \_\_\_\_\_.

The Degree will be conferred on him / her at the next Convocation or thereafter.



Date :

To e-Verify the authenticity of this certificate visit [www.rguktuz.in/examcell](http://www.rguktuz.in/examcell)

Director  
Nuzvid, A.P. - 521 202

8 Pages booklets



**Rajiv Gandhi University of Knowledge Technologies**  
Nuzvid - 521 202, Andhra Pradesh, India

I.D.No. :	<input type="text"/>										Marks Obtained	<input type="text"/>
Roll No :	<input type="text"/>		Class Code :	<input type="text"/>		Department :	<input type="text"/>					
Date :	<input type="text"/>					Year / Semester :	<input type="text"/>					
Subject :	<input type="text"/>										Monthly Test :	<input type="text"/>

Signature of the Student

**2100276**

Signature of the Invigilator





16 pages booklets



**Rajiv Gandhi University of Knowledge Technologies**  
**Nuzvid - 521 202, Andhra Pradesh, India**

I.D.No. :

Year/Sem :   Department  Date

Subject :

Signature of the Candidate **1905787** Signature of the Invigilator

Question Number	A	B	C	D	E	F	Total
1							
2							
3							
4							
5							
6							
Grand Total:							

Marks in Words: \_\_\_\_\_

Name of the Examiner : \_\_\_\_\_

Signature of the Examiner

Question Number	A	B	C	D	E	F	Total
1							
2							
3							
4							
5							
6							
Grand Total:							

Marks in Words: \_\_\_\_\_

Name of the Examiner : \_\_\_\_\_

Signature of the Examiner

**Note :** Do not write Your Roll Number, Name or any other identification marks any where in the answer book except in the designated area.

**2 pages Additional Sheets**

2115708

**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.	Description	Whether provided	Remarks
1.	Bid Processing Fee of Rs.20,000/- by way of DD from any nationalized Bank	Yes/No	For ex: enclosed
2.	EMD/ Bid Security of Rs. 1,80,000/- by way of DD from nationalized Bank	Yes/No	
3.	Bidder Letter Form (Annexure II)	Yes/No	
4.	Bidder Information Sheet (Annexure III)	Yes/No	
5.	Tender document, duly signed and stamped in token of acceptance of all the terms and conditions of the tender schedule.	Yes/No	
6.	Certificate of firm registration/incorporation/Valid GST registration certificate	Yes/No	
7.	Valid PAN card (As specified in Eligibility criteria)	Yes/No	
8.	Annual turnover for the years 2019 – 20, 2020 – 21, and 2021 – 2022	Yes/No	
9.	Audited balance sheet and profit and loss account for the financial years 2019 – 20, 2020 – 21, and 2021 – 2022	Yes/No	
10.	Income tax returns filed for the years 2019 – 20, 2020 – 21, and 2021 – 2022	Yes/No	
11.	Valid ISO Certificate	Yes/No	
12.	Authorization letter from OEM in case bidder is authorized distributor.	Yes/No	
13.	Purchase orders supporting previous experience in business of printing for a period of three years	Yes/No	
14.	Purchase orders/ contract agreements with premier educational institutes in the last three years	Yes/No	
15.	Purchase order in proof of similar work in last three years. (a) Two Similar work of Rs.20 Lakhs each (or) (b) One similar work of Rs.30 Lakhs and above (the samples should be enclosed)	Yes/No	
16.	Satisfactory performance certificates for bulk supplies in the last three years.	Yes/No	
17.	List of Present Clientele with contact addresses & telephone numbers (Annexure IV)	Yes/No	
18.	Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them” (Annexure-V)	Yes/No	
19.	Technical compliance statement (Annexure VI)	Yes/No	
20.	Any other documents	Yes/No	

Note: i) The Enclosures related to Sl.No. 01 to 19 must be self-attested and uploaded  
ii) All pages of the bid documents must be serially numbered and signed.

**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.