# <u>TERMS AND CONDITIONS FOR "Security Printing and supply of 32 pages (with OMR sheet), 32 pages main answer booklets, 12 pages and 08 pages answers booklets for Sri Krishnadevaraya University, Anantapuramu"</u>

- 1. Prices quoted should be inclusive of all taxes as per Government norms, transportation and labor charges etc.,
- 2. The rate quoted should be inclusive of transportation labor charges, etc. and inclusive of all taxes as per Government norms. Further, Sri Krishnadevaraya University, Anantapuramu cannot issue statutory forms like Form C or Form D etc. and this should be taken into account by the supplier while quoting the rates to Sri Krishnadevaraya University, Anantapuramu.
- 3. "Security Printing and supply of 32 pages (with OMR sheet), 32 pages main answer booklets, 12 pages and 08 pages answer booklets for Sri Krishnadevaraya University, Anantapuramu"shall be as per the specifications mentioned.
- 4. Negotiations will be made in case of necessity, with the lowest selected Quotation and in this regard the decision of the Registrar, Sri Krishnadevaraya University, Anantapuramu shall be final and binding on the suppliers without any recourse.
- 5. Quantity should be supplied within stipulated time, partly (or) as and when required (or) wholly as per the work order within the Agreement period of Twelve months from the date of agreement which can be extended for a further period of one more year.
- 6. The Accepting Authority i.e., the Registrar reserves the right either to reject any or all quotations without assigning any reason. In this regard the decision of the Registrar, Sri Krishnadevaraya University, Anantapuramu is final.
- 7. The Registrar, Sri Krishnadevaraya University, Anantapuramu reserves the right to accept or reject.
- 8. The Registrar, Sri Krishnadevaraya University, Anantapuramu reserves the right to charge penalty as decided by the Registrar or withhold payment for any under quality material supplied by the firm without prejudice to its other rights. In this regard, the decision of the Registrar is final.
- 9. The University reserves the right to Terminate / Amend / Modify the supplier without assigning any reason or advance notice to the Supplier. Similarly, the terms of the quotation may be amended/modified by the University if necessary, to ensure competitiveness and quality of procurement / service.
- 10. No supplier shall be allowed at any time, on any ground what so ever, to claim revision or modification in the prices quoted by him.
- 11. Payment will be made only after total supply of the material for that particular set of examinations.
- 12. Transportation and labor should be arranged on their own. Damages, breakages etc., in transportation are at the responsibility of the firm.
- 13. Payment will be made only after total supply of the material for that particular set of examinations. The firm has to take the responsibility of distribution of OMR answer booklets to the examination centres in Anantapuramu district on free of cost basis within time, whenever the examinations are conducted by the University as per the schedule.
- 14. The rates approved shall be valid up to One Year from the date of the work order. The period can be extended one more year provided if the work is satisfactory.
- 15. Deductions: Income Tax and other taxes as per Government norms will be deducted from the bill.

- 16. Strict confidentiality should be maintained in printing of OMR answer booklets with barcodes. Barcodes and Register numbers data should be confidential and should not be leaked and should be protected at their office. Otherwise the firm is liable for any type of criminal action taken by the University, In addition to forfeiture of EMD, and FSD and no payments for the work already done but not paid and black listing the firm for a minimum period of **three years**.
- 17. The firm should have own security printing press in his own premises along with laser printing facility.
- 18. EMD, 2% of total value should be paid through Demand Draft.
- 19. IB approved secured printers are only to participate.

I/We read and accept the above terms and conditions.

Place:

Date:

Signature of the Vendor

With seal.

125968

(KEEP THIS ON PART-I OF OMR ANSWER BOOK AFTER TORN)

PART I

Degree

Subject :

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Paper Code:

Subject Code :

Prepared by :

No. of Scripts in the Control Bundle :

Checked by :

PART II **YOGI VEMANA UNIVERSITY :: KADAPA Control Bundle Slip** AB No. 1 2 3 4 5 SUB TOTAL 125968 MARKS AB No. 6 7 9 10 8 No. of Answer Books MARKS in the Bundle AB No. 11 12 13 14 15 MARKS No. of Corrections AB No. 16 17 18 19 20 MARKS Grand Total AB No. 21 22 23 24 25 (of all answer books) MARKS Full Signature of the Chief Examiner Full Signature of the Scrutiniser Full Signature of the Examiner Name Name Name Number Number Number Place PART I of Answer Scripts Control Bundle Slip on Top of Answer Scripts before packing and storing them ( Detach here for Scanning ) PART III Yogi Vemana University :: Kadapa To be Filled by the Examiner / Scrutiniser **Control Bundle Slip** No. of Answer Books (in his bundle) **Grand Total** Full Signature of the Examiner (of all answer books) 0 0 0 00 010345678 000 12345678 1 11 00000 22 3 4 4 (5) 125968 6 6 0 0 (8) (8) 1 Full Signature of the Scrutiniser ٢ (9) 9 (9) (9) Full Signature of the Chief Examiner Scanner

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St No. of Answer Bundle Number	Die         Marke         d           1         1         1           2         1         1           3         1         1           4         1         1           5         1         1           6         1         1           7         1         1           8         1         1           9         1         1           10         2         2	8 28 9 29	YOG VEMANA UNIVERSITT, NAVAPA	Total Marks       SI, No, of Answer Bookfet in the Bundle         0       0         1       11         1       11         2       2         2       2         3       3         4       14         2       15         5       5         6       16         6       6         6       6         6       6         8       9         9       19         20       300         Cent       C				
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# INSTRUCTIONS TO THE CANDIDATE TO FILL IN PART - I & II

- Fill in all the details in part I by the candidate carefully.
- Use ballpoint pen for writing register number. 1.
- Use PENCIL for shading / bubbling the register number. 2.
- Write correct code numbers for course, subject & question paper. 3.
- 4.
- Write correct code names and serial number of the last page written in Write the month & year, subject, question paper code and serial number of the last page written in 5. you are prohibited from writing on or tampering the barcodes & OMR sheets as they may be
- 6. rendered useless for electronic processing. Answer scripts with tampered barcodes & OMR sheets will not be valued.
- Use of sketch pen while answering questions may inadvertently tamper the barcodes / OMR 7. 8.
- Ensure the protection of barcode while using sketch pen or ball-pen. 9.

# INSTRUCTIONS TO THE EXAMINER TO FILL IN PART - II

BARCODE SHOULD NOT BE TAMPERED WITH BALL PEN & PROTECT THE BARCODE FROM STAINS OF TEA/COFFEE

- Write the serial number to locate this answer booklet from the bundle of 30 answer booklets.
- Fill in the boxes representing the question numbers with the marks obtained for each 1. 2.
- question in the respective boxes. 3. - Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and mention the revised marks sepa-
- rately using the available space. Enter the total marks in the boxes provided for figures & words.
- Use ball point pen for writing alphabets & numericals in boxes and in circles. 4
- To change the shading in circle erase completely and bubble it afresh. 5.
- 6. Please study the instructions carefully before you start bubbling.
- As shown in the example, fill in the circles completely. For example, the shading of 7.
- circles for 61 marks is shown in figure. The shading of circle for 100 marks is given at the 8. bottom - Cent
- Use this form with care. Do not fold or smudge. 9.
- 10. Do not write or mark on the barcodes.
- 11. Do not detach any part of the OMR sheet. If detached, report the matter to the Controller of Examinations immediately
- Note: The Controller of Examinations should verify the posting of total marks in figures, in words and shading of circles and also shading of circles for the serial number of answer booklet.

#### INSTRUCTIONS TO THE EXAMINER TO FILL IN PART - II

BARCODE SHOULD NOT BE TAMPERED WITH BALL PEN & PROTECT THE BARCODE FROM STAINS OF TEA/COFFEE

- Write the serial number to locate this answer booklet from the bundle of 30 answer booklets. 1.
- Fill in the boxes representing the question numbers with the marks obtained for each 2. question in the respective boxes.
- 3. Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and mention the revised marks separately using the available space.
- Enter the total marks in the boxes provided for figures & words. 4.
- Use ball point pen for writing alphabets & numericals in boxes and in circles. 5. 6.
- To change the shading in circle erase completely and bubble it afresh. 7.
- Please study the instructions carefully before you start bubbling. 8.
- As shown in the example, fill in the circles completely. For example, the shading of circles for 61 marks is shown in figure. The shading of circle for 100 marks is given at the bottom - Cent O 9.
- Use this form with care. Do not fold or smudge. 10.
- Do not write or mark on the barcodes. 11.
- Do not detach any part of the OMR sheet. If detached, report the matter to the Controller of Examinations immediately
- Note: The Controller of Examinations should verify the posting of total marks in figures, in words and shading of circles and also shading of circles and also shading at a shading of total marks in figures. shading of circles and also shading of circles for the serial number of answer booklet.





Yogi Qemana Anibersity

KADAPA - 516003, ANDHRA PRADESH, INDIA

#### INSTRUCTIONS TO THE CANDIDATE

- Check the answer booklet throughly before filling the details. This booklet contains 40 pages. If found defective, answer booklet may be returned to the invigilator immediately.
- Fill-in the details of examination and paper in the space provided in the OMR Sheet.
- Ensure that the OMR barcode sheet is intact with the answer booklet given.
- You are prohibited from writing on or tampering the barcodes as they may not be usefull for electronic processing.
- Use ball point pen for filling in the boxes and pencil for bubbling the boxes.
- To change bubbling in circle, erase completely and make fresh bubbling.

Example : O Correct bubbling Ø Ø Ø @ Wrong bubbling

REGISTER NUMBER 0512345678 0000000000000000000000002220222222 3333 333 3333 44444 6665550555 66666666666 8888888888 00000000000

- 7. Candidates are prohibited from :
  - writing their register number in any part of their answer booklet except in the space specifically provided for the purpose.
  - (ii) writing their name in any part of their answer booklet
  - (iii) addressing the examiner in any manner whatsoever in their answer booklet. If they do so, their answers will not be valued.
  - (iv) writing religious symbols/signs.
  - (v) bringing cell phones / mobile phones etc.
- Candidates should not forget to enter his/her register number in the OMR sheet. If fails to enter the register number his/her answer booklet will not be valued.
- Before beginning to answer any question, the candidate should mention the correct number of that question. Answer for a particular question should be written at one place. If answer for the same question is written at different places, the answer will not be considered for evaluation.
- 10. Answers should be written on both sides of the paper.
- 11. Write the question numbers in the margin only and not anything else.
- No paper must be detached from or attached (currency notes etc.) to the answer booklet. Violation in this regard will be treated as malpractice.
- 13. Answers must be legibly written.
- 14. Candidates should write not less than 25 lines in each page.
- 15. Enter the answer booklet serial number and sign in the photo nominal roll list supplied.
- 16. This answer booklet should invariably be returned to the invigilator before leaving the examination hall.

### 17. NO ADDITIONAL ANSWER BOOKLET WILL BE SUPPLIED.

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## INSTRUCTIONS TO THE CANDIDATES

- Please check your particulars printed on PART I of the OMR Sheet and if any discrepancies are found in Name, Register Number, and Subject Code please notify to the Chief Superintendent or Invigilator.
- As the particulars of candidates have been already printed on PART I of the OMR Barcode Sheet, you
  need not write your particulars.
- You have to sign in the box specified in Part I.
- You are prohibited from making corrections on any part of the OMR Barcode Sheet / Main Answer Booklet.
- You are prohibited from writing or tampering with the Barcodes printed in PART I, II and III as they may affect allotment of marks to you.
- You are supposed to write all your answers in the Booklet supplied to you. No additional sheets will be supplied.

## NOTE : THE INVIGILATOR SHOULD ENSURE THAT THE ABOVE INSTRUCTIONS ARE STRICTLY FOLLOWED BY THE CANDIDATE.

#### INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART - II

- 1. Encircle the Serial Number to locate this answer booklet from the bundle of 25 answer booklets.
- Fill in the boxes representing the Question numbers with the marks obtained for each question in the respective boxes.
- 3. Enter the Total Marks in the boxes provided for.
- 4. Use Ball point pen to fill in the boxes.

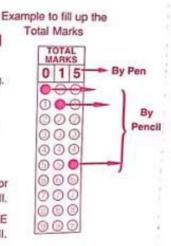
### INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART - III

- Use Ball Pen for writing Alphabets & Numericals in boxes and for bubbling.
- 2. To change a marking in Circle erase completely and make fresh marking.
- 3. Please carefully study the examples before you start marking.
- 4. As shown in the example below, make heavy black to fill the circles completely.
- 5. Make no stray marks on this form.
- 6. Use this form with care. Do not fold or smudge.
- Do not write or mark on the Barcodes.
- Fill in the circle to indicate the serial number of the answer booklet in the bundle for easy location. This number should tally with the number you have ticked in PART-III.

NOTE : SCRUTINISER SHALL VERIFY THE TOTAL MARKS AND WRITE THE SAME IN FIGURES AS WELL AS IN WORDS IN THE SPECIFIED BOXES IN PART III.

FOR EXAMPLE : IF MARKS SECURED BY THE CANDIDATE IS '015'





INS	STRUCTIONS TO THE CANDIDATE	-	
1.	Check the answer booklet throughly before filling the details. This booklet contains 40 pages. If found defective, answer booklet may be returned to the invigilator immediately.	REGISTER           0         5         1         2         3           0         0         0         0         0         0           1         0         0         0         0         0         0         0	45678
2.	Fill-in the details of examination and paper in the space provided in the OMR Sheet.	000000	00000
3.	Ensure that the OMR barcode sheet is intact with the answer booklet given.	4444 5 - 555 6 - 6 - 6 - 6	50555
4.	You are prohibited from writing on or tampering the barcodes as they may not be usefull for electronic processing.	00000	000000
5.	Use ball point pen for filling in the boxes and pencil for bubbling the boxes.	99999	99999
6.	To change bubbling in circle, erase completely and make fresh bubbling.		
	Example : Correct bubbling	. <sup>11</sup> 4 12	
7.	Candidates are prohibited from :	2	1.1
	(i) writing their register number in any part of their answer specifically provided for the purpose.	booklet except	in the space
	(ii) writing their name in any part of their answer booklet.	1.1.1	
	(iii) addressing the examiner in any manner whatsoever in their their answers will not be valued.	answer booklet.	If they do so
	(iv) writing religious symbols/signs.	÷	1. 1. 1.
	(v) bringing cell phones / mobile phones etc.		
8.	Candidates should not forget to enter his/her register number in the register number his/her answer booklet will not be valued.	OMR sheet. If fa	ails to enter th
9.	Before beginning to answer any question, the candidate should mer question. Answer for a particular question should be written at one question is written at different places, the answer will not be consid	place. If answe	r for the sam
10.	Answers should be written on both sides of the paper.		-
11.	Write the question numbers in the margin only and not anything els	se.	
12.	No paper must be detached from or attached (currency notes etc.) Violation in this regard will be treated as malpractice.	to the answer	booklet.
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14.	Candidates should write not less than 25 lines in each page.	a a waxa a	
15.	Enter the answer booklet serial number and sign in the photo nomi		
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6.	To change bubbling in circle, erase completely and make fresh bubbling.		
	Example : Correct bubbling	. <sup>19</sup> 4 19	
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	(iii) addressing the examiner in any manner whatsoever in their their answers will not be valued.	answer booklet.	If they do so
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