

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Some of the sample AMC POs:

**ANNUAL MAINTENANCE CONTRACT**

Contract AMC/CMC/I-N/029/19-20

15 March 2019

**Advent Pest Control,**  
Office no. 4, Bldg. no. 9,  
AsinNagar, P.L.Lokhande Marg,  
Chembur, Mumbai - 400043.  
Contact Person: - Mr. Mani Subramanian/ V.Vivek  
Contact No. - 9820618497, 9322641813,



**Comprehensive AMC for:**  
South Indian Education Society Nerul,  
Sri Chandrasekarendra Saraswathi Vidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
Contact No: 6119 6469.

Contract Period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

S.No	Item Description	Service	Year	Total Amt (Rs)
1	Maintenance Contract for IntelliGel Treatment- (General Pest Management Services - Cockroaches, black & Red Ants, Silver Fish)withuse of pectisides K'Orthrine, Cypermethrin etc.	Spray Treatment - 4 services	1 year	3,50,200
2	Maintenance Contract for <b>RODEX</b> -The Advanced Rodent Management Service (RDM) for rats, mice & bandicoots, withuse of pectisidesBromadiolone, Glue-Pads etc.	Trapping & baiting - 24 services	1 year	
3	Mosquito Control	12 Services	1 Year	
Total				3,50,200
Add: GST 18%				63,036
<b>Total Value Inclusive of all</b>				<b>4,13,236</b>

**Terms & conditions:**

- Advent Pest Control Services to provide the total and effective control of cockroaches and other common household pests such as red & black ants, silverfish, spiders etc. alongwithrats, mice & bandicoots etc.
- The treatment should be odorless and non-messy job
- Frequency of service as mentioned above.
- Payment on half yearly basis in advance against submission of invoice. Bill has to be duly certified by colleges authority ( As per list provided to you)for earlier service. TDS as applicable will be deducted.
- The copy of this contract required to be sign by Advent Pest Control Services and send us back as your acceptance.
- The Bill has to be made in the name of the institution/ Organisation with AMC order details as per attached bifurcation.
- Bills to be sent directly to the institute/ Organisation as mentioned above.

*W. P. S.*  
15/3/19  
**Head Purchase**  
For South Indian Education Society  
CC to: Purchase / PA / Head of the institution or  
**Purchase Manager**

*[Signature]*  
**Authorised Signatory**  
South Indian Education Society,  
Registrar or HOD  
Account Code: E005 AMC  
Account Head: E00513  
(AMC - Pest Control)

Note: Account: Find attached List of bifurcation Institution wise.

**ANNUAL MAINTENANCE CONTRACT**

Contract AMC/I-R/007/19-20

27 February 2019

Madhuni Engineering Services Pvt. Ltd.  
Plot No.W-109B,  
MIDC Khairane,  
Thane - Belapur Road,  
Navi Mumbai - 400 709.  
Tel: 2768 0678, 2768 7633, Fax: 2768 2047.



To be serviced at:  
Billing at  
South Indian Education Society,  
Division: South Indian Education Society, Nerul  
Sri Chandrasekarendra Saraswathy Vidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
Contact: Mr. Sandeep Jadhav,  
Contact No 022 6119 6482.

Contract Period :- 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

S. No	Item	Qty in No. Sets	Price (Rs) / No. Sets	Total (Rs)
1	General Maintenance Contract for Complete DG Set Generator: a. Model No: 6 CYA 8.3 G4, ESN 25754056 b. Model No: 6 CTA 8.3 G4, ESN 25754142	02	L/S	60,000
	Total			60,000
	Add: GST 18%			10,800
	Total Value			70,800

**Terms and Conditions:**

- The AMC to be done at the above address.
- Attend emergency calls on priority (within 3 hours).
- The Contract includes Preventive Maintenance visits every month.
- The service to be governed by the contract conditions (copy enclosed).
- Payment: 100% advance payment against prior Submission of Proforma/ Invoice.
- The bill has to be made in the name of SIES Nerul with AMC order details.
- Bills to be sent after delivery to Accounts Dept./Purchase Dept, SIES Nerul, Sri Chandrasekarendra Saraswathy Vidyapuram, Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706.

*M. Sandeep*  
28/2/19  
Head Purchase  
For South Indian Education Society  
CC to: Purchase / P & A / Head of the Institution/ Estate Manager.  
Purchase Manager

*M. Sandeep*  
28/2/19  
Authorized Signatory  
South Indian Education Society.  
Estate Manager.  
Account Code: E005 AMC  
Account Head: E0059 under AMC - Generator

*Head*  
27/2/19

THE SOUTH INDIAN EDUCATION SOCIETY  
SIES Chok. K. A. Subramanian Road, Mysore, Mumbai-400019.  
Tel: 2401 0051 / 2404 4242 • Fax: 2404 5232  
E-mail: societies@sies.edu.in • www.sies.edu.in

*[Signature]*  
**PRINCIPAL**  
S. I. E. S. GRADUATE SCHOOL OF TECHNOLOGY  
Sri Chandrasekarendra Saraswathy Vidyapuram  
Sector-5, Nerul, Navi Mumbai-400706

**PURCHASE ORDER**

AMC/CMC/LN/023/19-20

5 March 2019

**Sterling Telecomm Systems,**  
506, RalkarChamber, Deonar Village Road,  
Deonar, Mumbai - 400 088.  
Tel: 2555 7678 / 79 / 80  
Email: sales@sterlingtelecomm.com



**Comprehensive AMC at:**  
**SIES Nerul**  
Sri Chandrasekarendra Saraswathi Vidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
Contact: Mr. C V Gopalakrishnan - Head Purchase  
Contact No: 0119 6469.  
**Contract period: 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

S. No	Item	Qty in Unit	Price/Unit	Total (Rs)
1	<b>Comprehensive Annual Maintenance Contract for NEC SVS100 IP Digital EPABX System</b> Details of Telephone System given below: 01 PRI line / 16 Trunk line / 08 Digital Extensions / 268 Analog Extensions / 01 no Operator Console (12 keys Phone + 100 keys DSS) / 01 no 16 Channel Auto Attendant (VRS) / 01 no 06 keys key Phone / 01 no 12 keys key phone / 01 no 24 keys key phone / 01 no Operator Console (Software Application) / 01 No Call Billing Software	01	55,264	55,264
	Total Value			55,264
	Add: GST @ 18%			9,948
	Total Value Inclusive of taxes			65,212

**Terms and Conditions**

1. The Contract is comprehensive type.
2. Preventive maintenance shall be done 6 times in a year. Break down if any to be attended on call basis. Complaints to be attended within 5 working hours of complaint login time.
3. Payment 100 % advance against submission of invoice.
4. The bill has to be made in the name of SIES Nerul only.
5. Bills/ Invoices are to be sent directly to: Central Purchase, SIES-Sri Chandrasekarendra Saraswathi Vidyapuram, Plot No 1C/D/E, Sector 5, Nerul, Navi Mumbai 400706

*[Signature]*  
**Head Purchase**  
For South Indian Education Society  
CC to: Purchase / PA / Head of the Institution or Registrar or HOD.

*[Signature]*  
**Authorised Signatory**  
South Indian Education Society.

**Purchase Manager**

**Account Code: E005 AMC**  
**Account Head: E005 16(under AMC Telephone)**

*[Signature]*  
6/3/19

*[Signature]*  
**PRINCIPAL**  
**S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY**  
**Sri Chandrasekarendra Saraswathi Vidyapuram**  
**Sector-V, Nerul, Navi Mumbai-400706**

**ANNUAL MAINTENANCE CONTRACT**

Contract AMC/G/014/19-20

27 February 2019

**Subham Enterprises,**  
 Flat No: 202; Bldg No:04, Phase 8, Siddhachal (Near)  
 Hanuman Mandir, Vasant Vihar, Thane West,  
 Tel: 022-67973548, Mob: 9892409559/9967029881  
 Email: prasad.caphuwendan@gmail.com

51  
 RISE WITH ED

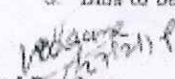
**AMC & Billings at,**  
**South Indian Education Society**  
**Division: SIES Graduate School of Technology Nerul,**  
 Sri Chandrasekarendra Saraswathy Vidyapuram,  
 Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
 Contact: Mr. Sailerishna Network Admin / Dr. R.V. Patel  
 Contact No: 022-6108 2411.

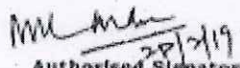
**Contract Period: 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

S.No	Item Description	Qty in units	Rate/ unit p.a.	Total (Rs. for 1 year)
1	Annual Maintenance Comprehensive Contract for Copy Printer Machine. Model No. DX2430 Sr.No: D2122900594.	01	15000	15,000
2	Annual Maintenance Non Comprehensive Contract for Copy Printer Machine. Model No. DX2430 Sr.No: D2142400735.	01	15000	15,000
	Total			30,000
	Add: GST 18%			5,400
	Total Value			35,400

**Terms and Conditions:**

- The AMC to be done at the above address as per agreed norms in the AMC. Your letter attached herewith This is an Comprehensive contract which includes all spares except drum, thermal head & main board.
- The service to be done within working hours of the institute, breakdown call should be attended as early as possible (preferably on same day).
- Payment will be made in 100% advance against submission of Tax Invoice. TDS as applicable will be deducted.
- The invoice has to be made in the names of the institution only with AMC order details.
- Bills to be sent directly to the above mentioned institute.

  
**Head Purchase**  
 For South Indian Education Society  
 CC to: Purchase / FA / Head of the Institution or  
**Purchase Manager**

  
**Authorised Signatory**  
 South Indian Education Society.  
 Registrar or HOD.  
**Account Head :Under AMC E005**  
**Account Code : AMC E00520 Xerox**

  
**PRINCIPAL**  
**S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY**  
**Sri Chandrasekarendra Saraswathy Vidyapuram**  
**Sector-V, Nerul, Navi Mumbai-400706**



**SAFE - X**

*Safety Always Pays*

Scientific Cleaning of Water Tanks we also Undertake Civil Waterproofing and Plumbing Work

Row House No. 7, Mountview CHS., Chiple, P.O. Nere Panvel Road, Panvel, Dist. Raigad, Maharashtra - 410206.

Mob.: 9108518727 / 9082458710 / 9594764207 / 9223280960

Ref. No. BL/20-21/1218

Date: 3/09/2020

To

The Principal,  
SIES College of Graduate School of Technology,  
Sri Chandrasekarendra Saraswathy Vidyapuram,  
Plot no 1E, Sector-5 Nerul, Navi Mumbai - 400706

Sub: Bill for water tank cleaning service in your premises.

Dear Sir,

We are grateful for the business opportunity you have extended to us. Please find attached bill for the above work with below mentioned scope.

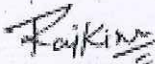
Sr. No.	Description	Qty in Unit	Unit Rate (INR)	Total Amount (INR)
1.	Cleaning of UG water tank – 90,000 ltrs cap.	1 no.	15,500/-	15,500.00
2.	Cleaning of OH Water tank – 10,000 ltrs cap.	2 no.	5,000/-	10,000.00
Sub Total				25,500.00
Total Amount				25,500.00

(INR Twenty-Five Thousand Five Hundred Only)

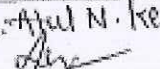
We hope above details are in order. Kindly do the needful and oblige.

With regards

For M/s. SAFE-X



Rajkiran Singh Chauhan  
9223280960

RFD - Building (Admin)  
**PASSED FOR PAYMENT**  
Name : Dr. Ajul N. Kenkay  
Signature :   
Date :



**PRINCIPAL**  
S. I. E. S. GRADUATE SCHOOL OF TECHNOLOGY  
Sri Chandrasekarendra Saraswathy Vidyapuram  
Sector-V, Nerul, Navi Mumbai-400706

**PURCHASE ORDER**

Por/G/0029/003

24 August 2020

RAVE-X.

Row House no. 7, Mountview Society,  
P.O.Nerul, PurvelMathuranRoad, Panvel,  
Dist. Raigad, Pin -410205.

Contact No: 9223280960 / 9594764207 / 9322790205 / 9064048047

Job at.

**South Indian Education Society**

Division: SIES Graduate School of Technology,  
Sri ChandrasekarendraSaraswathiVidyapuram,  
Plot No 1E, Sector 5, Nerul, Navi Mumbai - 400 706  
Contact: Mr.Sandeep Nalawade Admin Mrs. Rupali  
Contact No 61196482 / 6408 2419.



S. No	Item Description	Qty in units	Rate (Rs)	Total (Rs)
1	Cleaning of OH Water tank - 90,000 ltrs capacity	1 nos	15500	15,500
2	Cleaning of OH Water tank - 10,000 ltrs capacity	2 nos	5000	10,000
	<b>Total Value</b>			<b>25,500</b>

Terms and Conditions :

1. The job done at - SIES GST Nerul.
2. Payment: Within 30 day Subject to satisfactory completion of the job duly certified.
3. Delivery Period: The job has already been done at SIES GST Nerul.
4. Billing Address: The bills to be made in the name of SIES GST Nerul.
5. Submission of Bills to be sent after delivery along with copy of Challan & P.O. copy to respective college office as given above.

*[Signature]*  
**Head Purchase**

For South Indian Education Society

CC to Purchase / FA / Head of the institution or Registrar or HOD.

Purchase Manager

*[Signature]*  
**Authorized Signatory**

The South Indian Education Society

Requisition Ref: PR/20-21/07

Account Code: E006 - Repairs & Maintenance

Account Head: E0061 - Repair & Maintenance - Building

*[Signature]*  
**PRINCIPAL**  
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY  
Sri Chandrasekarendra Saraswathi Vidyapuram  
Sector-V, Nerul, Navi Mumbai-400706

**ANNUAL MAINTENANCE CONTRACT**

Contract AMC/I-N/002/20-21

28 February 2020

**Mr. Vinod Gopinathan Nair**  
Room No: 104, 1<sup>st</sup> Floor,  
Abhilash CHS Kailash Nagar,  
Katemanivali, Kalyan East- 421306- 9819546178



**Job to be carried out at:**  
**Billing at,**

**South Indian Education Society,**  
**Division: South Indian Education Society Nerul,**  
Sri Chandrasekarendra Saraswathi Vidyapuram,  
Plot No 1C, 1D, 1E, Sector 5,  
Nerul, Navi Mumbai 400706  
Contact Person: Mr. Vilas Nagane Head Purchase / Mr. Sandeep N Admin  
Contact No: 6119 6469  
**GST NO: 27AAAAS6062R1ZV**

**Contract Period: 01.04.2020 to 31.03.2021**

S.No	Item	Qty	Contract Rate/ Month.	Amount (Rs) p.a.
1	<b>Professional Charges</b> for Non Comprehensive Annual Maintenance contract for Room Air conditioners, split air conditioners, multi split air conditioners & ductable air conditioners Water Cooler installed in our campus at SIES Nerul complete campus including Senior home & Temple.	310	35000	4,20,000
<b>Total Value</b>				<b>4,20,000</b>

**Terms :-**

Payment terms: First week of every month for the work carried out in preceding month  
Validity of contract - 01/04/2020 to 31/03/2021.

The above revised Cost will be retained for two Years ie till 31<sup>st</sup> March 2021.

Notice period: within one month on either side

TDS : Will be deducted at the rate 1% and you shall submit your bill every month.

**Other Terms and Conditions:**

1. You shall attend to all break down maintenance calls for air conditioners at our Nerul complex
2. You shall carry out the preventive maintenance of minimum 5 machines daily.
3. In addition you shall plan periodic preventive maintenance of air conditioners so that each air conditioner is attended to thrice in a yr.
4. You shall get the approval of concerned person on satisfactory completion of preventive, break down maintenance on Job card of each & every machine.
5. You shall maintain a log sheet on daily activities and shall be approved by the Chief Purchase Manager once in a week.
6. Your working hours shall be from 9.30 AM to 6 PM and shall be stationed at Nerul complex. You are not eligible for any overtime charges and depending on the requirements of the job. You shall ensure that the job is completed before you leave the premises. Your weekly off will be Monday
7. The contract shall not cover any spare parts and if required will be procured by us and you shall install the same.
8. Major break downs are not covered in this contract
9. We shall issue you a set of tools required to carry out the job and you shall return the same on completion of contract period.

*[Signature]*  
Head Purchase

For South Indian Education Society  
CC to: Purchase / P & A / Head of the Institution or HOD  
Purchase Manager

*[Signature]*  
Authorised Signatory,  
South Indian Education Society.

**Account Code: E005 - Annual Maintenance Contract**  
**Account Head: E0051 - AMC - Air Conditioners**

THE SOUTH INDIAN EDUCATION SOCIETY  
SIES Chook, K. A. Sebastian Road, Matunga, Mumbai-400 019.  
Tel: 2801 0031 / 2804 4242 • Fax: 2404 5232  
E-mail: society@sies.edu.in • www.sies.edu.net

*[Signature]*

**PRINCIPAL**  
**S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY**  
Sri Chandrasekarendra Saraswathi Vidyapuram  
Sector-V, Nerul, Navi Mumbai-400706

**SOUTH INDIAN EDUCATION SOCIETY**  
NERUL / SION(E) / SION(W) / MATUNGA

**AIR CONDITIONER MAINTENANCE RECORD**

Item: Water Coolers & Purifiers (6 nos.) Capacity: 120 & 140 Ltr.  
College: SIES GST Department: GST  
Location: (1st Floor to third floor) Frequency: Weekly ones.

Date	Service done by Name	Sign	Dept Rep Name	Dept's Rep Sign	Date	Remarks
15/7/19	Vinod N.	✓				
20/7/19	Vinod N.	✓	Rupali C.	✓	21/8/19	
27/7/19	Vinod N.	✓				
3/8/19	Vinod N.	✓				
10/8/19	Vinod N.	✓				
17/8/19	Vinod N.	✓	Rupali C.	✓	05/09/19	
24/8/19	Vinod N.	✓				
31/8/19	Vinod N.	✓				
7/9/19	Vinod N.	✓				
14/9/19	Vinod N.	✓	K. Mangaraj	✓		
21/9/19	Vinod N.	✓				
28/9/19	Vinod N.	✓				
5/10/19	Vinod N.	✓				
12/10/19	Vinod N.	✓	K. Mangaraj	✓		
20/10/19	Vinod N.	✓				
27/10/19	Vinod N.	✓	Rupali C.	✓	06/11/19	
3/11/19	Vinod N.	✓				
10/11/19	Vinod N.	✓				

**SOUTH INDIAN EDUCATION SOCIETY**  
NERUL / SION(E) / SION(W) / MATUNGA

**AIR CONDITIONER MAINTENANCE RECORD**

Item: Water Cooler & Purifiers (6 nos.) Capacity: 120 & 140 Ltr.  
College: SIES GST Department: GST  
Location: (1st Floor to third floor) Frequency: Weekly Ones.

Date	Service done by Name	Sign	Dept Rep Name	Dept's Rep Sign	Date	Remarks
9/8/19	Vinod N.	✓				
16/8/19	Vinod N.	✓	Rupali C.	✓	02/9/19	
23/8/19	Vinod N.	✓				
30/8/19	Vinod N.	✓				
6/9/19	Vinod N.	✓				
13/9/19	Vinod N.	✓	K. Mangaraj	✓		
20/9/19	Vinod N.	✓				
27/9/19	Vinod N.	✓				
4/10/19	Vinod N.	✓				
11/10/19	Vinod N.	✓	K. Mangaraj	✓		
18/10/19	Vinod N.	✓				
25/10/19	Vinod N.	✓				
1/11/19	Vinod N.	✓				
8/11/19	Vinod N.	✓				
15/11/19	Vinod N.	✓	Rupali C.	✓	03/12/19	
22/11/19	Vinod N.	✓				
29/11/19	Vinod N.	✓				
6/12/19	Vinod N.	✓	Rupali C.	✓	8/1/19	