

BHARATI VIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Internal Communication Sheet

Ref. No. BVDU/Accounts/ 3353 /2019-20

Nov 30, 2019

From,

Registrar

To,

The Principal/Directors of all the Constituent Units of Bharati Vidyapeeth University, Pune

Sub: - Procedure for submission of proposals for Annual Maintenance Contract

The Accounts Branch of the University has been receiving different types of proposal for Annual Maintenance Contract/Renewal of AMC of machines and equipment's etc.

On many occasions it has been observed that after preliminary scrutiny of the concerned proposal, it is found that the proposal has only the pro forma invoice of concerned AMC agency without any further information about the equipment's status. The proposal has to be self-explanatory and complete in every respect in order to avoid delay in sanction of the respective proposal. In order to overcome this situation and also to simplify the procedure, some of the following instructions are to be followed strictly by all constituent units while submitting proposals for Annual Maintenance Contract/Renewal of AMC:-

1. The details of the purchase of machine/equipment's such as date, price, and the party from whom machine/equipment's was purchased.
2. The period of warranty/guarantee of machine/equipment at the time of purchase and date of expiry of that period of warranty/guarantee.
3. Details of existing annual maintenance contract (AMC).
4. Nature of AMC to be entered with reasons viz. Comprehensive and Non-Comprehensive
5. In case, where the machine/equipment is entered into AMC with the manufacturer, one quotation from the said organization will suffice. Otherwise the regular procedure of three quotations be called from authorized agencies of the manufacturer. Accordingly, the comparative statement should be prepared, minimum rates are to be recommended for sanction/approval.
6. In the event of renewal, the service provided in the previous AMC period should be certified as satisfactory/not satisfactory.

In view of the above, I am directed to request all of you to strictly follow above instructions in forwarding above proposals. The above information should be invariably mentioned in covering letter of proposal with necessary supporting documents attached.

Copy to ① Mr. Anil Kadam, D.S.
② Mr. Arvind Chinelawade (Stores)
③ Mr. Mane (Main Khasra)
④ Email to all teaching staff.

G. Rajakumar
Registrar

For Registrar: 04/12/2019