

## SCOTTICH CHURJE COLLAGE

SL NO	Name	Aadhar no	Ph Number	Job Schedule	TIMEING
1	Somnath Sur	4234 2003 8833	6290107334	Ground floor class room Dry & Wet Mop.	8 AM / 4PM
				Assambly hall All Area Dusting & Cleaning the roof.	
2	Sanatan Pore	8157 2486 4721	8961580865	1st Floor class room Dry & wet Moping.	8 AM / 4PM
				Library All Area & Lobby 2 wooden Staies & Cleaning the roof.	
3	Ajay Das	9926 9773 1316	9831531174	Principal Quarter Graden & Drain cleaning .	8 AM / 4PM
				Toilet Cleaning / Gerbag Lifting.	
4	Sunny Roy	5454 3901 2327	7029108850	Gents Toilet Cleaning. Gerbag Lifting.	8 AM / 4PM
				Collage Area / Ladies Hostel Stafe Toilet .	
5	Lakshmi Narayan Roy	9796 6272 1005	8582937640	Jubilee Building all Area Dry&wer Moping.	9AM / 5PM
				Toilet Cleaning & Dusting / JB Front site area Clean with a broom and Water.	
6	Sunu Hela	8799 0665 3514	9831494623	B.ED Building /Miniliam Building .	9AM / 5PM
				Dry Moping / wet Moping / Cleaning garden with a broom.	
7	Bornali Bouragi	9746 1161 6899	9733915288	Jubilee Building all Area Dry&wer Moping & Ladies Toilet Cleaning.	10AM / 6PM
				Bottery &Geology Department All Area Cleaning & Main Office .	
8	Munmun Laha	5581 5436 5586	9477750060	Science Building All Area Dry & Wet Moping .	9AM / 5PM
				Duff Building All Area Dry & Wet Moping .	
9	Baby Shaw	7664 4270 4361	7059573044	Assambly hall Dusting Should be cleaning in front of the principal room .	8 AM / 4PM
				B.ED Building /Miniliam Building Ladies toilet Cleaning.	

**In the college premises everyone has to do emargency work,Can not say no .**

*Madhuryani Mondel*  
Principal  
Scottish Church College  
Kolkata

Date: 06/12/2022  
Ref. No-DE/SD/AMC/36/2022-23  
To,  
Scottish Church College,  
1&3 Urquhart Square,  
Kolkata-700006

**Sub : Submission of new agreement paper & AMC continuation**

Dear Sir,

With due respect this is to inform you that AMC for Canon make photocopier machine Model No.IR2520 & Serial No. QYK03929 will be expired on 14/12/2022 However we are eager to continue the said AMC service with same rate and terms & conditions declared in earlier agreement.

I am forwarding a new agreement paper attached herewith for perusal and kind signature from your office end. We are continuing uninterrupted service for the said machine. Acceptance & signature on new agreement is highly solicited.

For further clarification please call us at 9830950636.

Thanking You.

For, *Das Enterprise*



*Madhuryani Mondal*  
Principal  
Scottish Church College  
Kolkata

Date: 06/12/2022

Ref. No-DE/SD/AMC/36/2022-23

## COMPREHENSIVE ANNUAL MAINTENANCE AGREEMENT FOR CANON COPIER

Annual Maintenance Agreement between DAS ENTERPRISE "Commerce House" 2A, Ganesh Chandra Avenue, Ground Floor, Room No.12A, Kolkata-700013. of the one part and Scottish Church College, 1&3 Urquhart Square, Kolkata-700006, West Bengal on the other part.

The Company agrees in consideration of Rs.14160/- (Fourteen Thousand One Hundred Sixty Only) Approved, M. Mandal 8/12/22  
i.e. Rs.12,000/- + 18% GST for one year payable in advance. The maintenance of customer's equipment i.e. CANON make model IR2520 bearing Serial No. QYK03929 keep it in good condition for a period of twelve months from 15-12-2022 to 14-12-2023 under the following terms & conditions: -

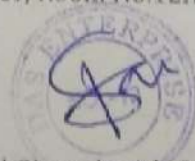
1. The equipment mentioned is in operative condition on the date of execution of the Agreement.
2. The Company Shall provide replacement of spares & the cost will be borne by the company. Consumables like toner, developer, drum etc. will be borne by the customer.
3. The company agrees to make 4(Four) inspections and render periodic maintenance Services during normal working hours.
4. Repairs & Services will be provided to the equipment at the customer's request within a reasonable time from the receipt of communication from the customer.
5. If situation demands, depending on the nature of fault, the equipment will be brought to company's service centre and the machine may have to be spared for a period of 10 to 15 days for this purpose.
6. The Company undertakes to make it best to carryout its obligations under the terms of this agreement as speedily as possible, but will not be responsible for any loss, costs & expenses arising directly from delay in doing so.
7. This agreement does not cover any work necessitated by neglect, misuse, fire, and accident or Act of the God.
8. The agreement will be renewed from year to year by tacit consent, if notice to the contrary is not given 30 days before the expiry of the period in course. The Company may terminate this agreement at anytime by giving one month's prior notice in writing in which event the company will refund to the customer pro-rate charges paid in excess of the period covered.
9. The agreement can be renewable for a period of 5 Years or 9 Lac copies whichever is earlier.

Accepted & signed for & on behalf of :-

Scottish Church College  
1&3 Urquhart Square,  
Kolkata-700006, West Bengal

Madhumangini Mandal  
Principal  
Scottish Church College  
Kolkata  
9/12/22  
Authorised Signatory Seal & Date

DAS ENTERPRISE  
"Commerce House" 2A, Ganesh Chandra Avenue,  
Ground Floor, Room No.12A, Kolkata-700013, West Bengal



Authorised Signed with Seal & Date

Madhumangini Mandal  
Principal  
Scottish Church College  
Kolkata



Principal SCC <principal@scottishchurch.ac.in>

**Fwd: Rate Revision**

1 message

Scottish Church College <scottish.cal@gmail.com>

Wed, Oct 19, 2022 at 5:25 PM

To: Principal SCC <principal@scottishchurch.ac.in>, senatus@scottishchurch.ac.in

*Approved 10% increase  
on basis of K9 Security  
from 1st Nov, 2022.  
M. Mandal  
22/10/22*

----- Forwarded message -----

From: **k9 securities** <k.9.security79@gmail.com>

Date: Wed, 19 Oct 2022, 4:09 pm

Subject: Re: Rate Revision

To: Scottish Church College <scottish.cal@gmail.com>

Dear Madam,

Thank you for you reply. We appreciate and accept the rate revision. We will be deploying two guards at your site on the 26th of October 2022. We look forward to working with you.

Regards,  
Rebecca Anthony.

On Tue, 18 Oct 2022 at 13:47, Scottish Church College <scottish.cal@gmail.com> wrote:

To,  
Ms. Rebecca Anthony  
k9 Securities  
Kolkata

Dear Madam,

Greetings from Scottish Church College!

While we thank you for your mail of 13th October, 2022 requesting for a rate revision by 20% w.e.f. 1st October, 2022 for Security Personnel provided, the Scottish Church College agrees to revise the rate by 10% with effect from 01st November, 2022.

Thanking you for your services.

with regards,  
Dr. Madhumanjari Mandal  
Principal  
Scottish Church College  
Kolkata 700 006  
email: scottish.cal@gmail.com  
Web: www.scottishchurch.ac.in

For any queries please feel free to call the undersigned at any point of time.  
Assuring you our best services at all times.  
Thank you for your business---- We value it immensely  
With Warm Regards

REBECCA ANTHONY  
PROPRIETOR  
K9 Security  
60/1, Tiljala road  
Kolkata-700046

*Madhumanjari Mandal*  
Principal  
Scottish Church College  
Kolkata



PM

Gmail - Fwd: Quote- AMC

 Gmail

sibnath bhattacharyya <sibnath07@gmail.com>

**Fwd: Quote- AMC**

1 message

Wed, Jun 15, 2022 at 3:33 PM

**senatus Scottish Church College** <senatus@scottishchurch.ac.in>  
To: sibnath bhattacharyya <sibnath07@gmail.com>

----- Forwarded message -----


From: **Manojit Saha** <agnibina17@gmail.com>  
Date: Sat, May 14, 2022, 12:15  
Subject: Quote- AMC  
To: <bidisha.sinha@gmail.com>, <senatus@scottishchurch.ac.in>  
Cc: Royaltech Telesystems <royaltech.kolkata@gmail.com>

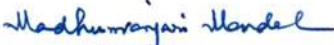
Dear Dr Sinha,  
It was pleasure meeting you. Please find the attached quote for AMC.

There is a hike of 15% in AMC due to exorbitant hike in price for all product and labour. Please support to continue the service.

Thanking you.

Manojit ( Royaltech )

 **ScOTT\_AMC\_RT\_M01.pdf**  
684K

  
Principal  
Scottish Church College  
Kolkata

Intercom AMC.

# TECHNO DIGITECH INC.

COMMUNICATION SYSTEMS DEPARTMENT  
MAINTENANCE AGREEMENT  
124, Anandinda Baran, Room No.-17, Kolkata-6

Phone : 2554-9941, 2555-0250  
Mobile : 9830277165

Name & Address of Client	Customer code	Agreement No.
SCOTTISH CHURCH COLLEGE INSTALLATION AT KOLKATA	TDI/TO	TDI/AMC. 13/2022

Client hereby orders TDI maintenance service and TDI agrees to provide such service on the following equipments as per terms and conditions indicated herein.

Sl. No.	Product, Make & Specification		Maintenance Charges
①	Annual Maintenance Contract of PANASONIC EPBX configuration IPAT and 40Extn. with 20-20.	one	20000  (Including GST)

Out Location Charges : NIL

Rupees TWENTY THOUSAND ONLY. Total Amount Rs. 20000 → Approved M. K. Ghosh 13/11/22

Agreement Period From 01-04-2022 : 31-03-2023

The detailed Terms & conditions are enclosed herewith. The Client acknowledges that he has read this agreement, understands it and agrees to be bound by its terms and conditions, attached.

Signed on behalf of customer	Signed on behalf of TDI
Authorised Signature	Authorised Signature
Name : Designation : Date :	Name : TAPAS KUMAR DAS Date : 23-03-2022
Official Stamp	For TECHNO DIGITECH INC.

Madhumajari Mondal  
Principal  
Scottish Church College  
Kolkata

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



1&3 Urquhart Square, Kolkata - 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www: www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

**PRINCIPAL**  
Ph. 033 2350 3862, Ext.110  
email: scottish.cal@gmail.com

SCC/Estate/WW/23-24/08

02-05-2023

Shuk Sare  
99/64, Jessore Road,  
Kolkata - 700 028

Ref : Quotation against tender no Estate/SCC/06/2023-24 dt. 12-04-2023

Sub : Annual Maintenance Contract of all Air Conditioners of college  
(Period: 01-05-2023 to 30-04-2024)

Dear Sir,

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs. 1, 88,900/ (Rupees one lakh eighty eight thousand nine hundred only - GST Extra) on the following terms and conditions.

1. The Annual Maintenance Contract is Non Comprehensive type. It does not include repair / replacement with spare. Cost of any sort of item has to be borne by the college.
2. Quarterly Visit will be done during the AMC period. Every machine shall be serviced quarterly. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained. An emergency call must be attended.
3. Total number of Air Conditioners are 89 nos

• 39 nos (Split AC ( <u>inverter type</u> ))-	39 nos .	@Rs. 2500/ ,	(Rs. 97,500/)
• 30 nos Split AC ( <u>non inverter type</u> ) -	7 nos split 2 ton	@ Rs. 2200/ ,	(Rs.15,400/)
	19 nos split 1.5 ton	@ Rs. 2000/ ,	(Rs.38,000/)
	4 nos split 1 ton	@ Rs. 1500/ ,	(Rs. 6000/)
• 20 nos Window AC -	20 nos window	@Rs. 1600/ .	(Rs. 32,000/)
		Total	(Rs. 1,88,900/)

Sheet attached with this work order.

*Madhuryani Mondal*  
Principal  
Scottish Church College  
Kolkata



- Report of replacement of any component of air conditioners (Outdoor and indoor unit, inlet and outlet pipelines, electrical connections etc.) found defective after the above checks and tests.
- Spare Parts used for replacement, if ordered, shall be procured from the authorized dealer/service center of same make / quality as installed in new air conditioner with warranty or guarantee as per manufacturer. The original bills/ vouchers of purchase of spare parts are attached with the payment claims as a proof of it's genuinely.
5. Infrastructural facilities (supply of water, electricity, scoffs hold/ladder, spare etc.) will be provided by the college
6. The agreement will necessitate a quarterly payment in advance on actual for providing the said service payable valid invoice/bill. The payment will be done after releasing the amount by the competent authority. (Within two weeks from the date of receipt of Bill)
7. TDS will be deducted as per norms.

Thanking you,

Yours truly,

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal  
Principal

14/6/23

**SHUK SARE REFRIGERATION**  
99/64, Jessore Road  
Kolkata-700028

*Gour Sundar Manna*

19/06/2023

*Madhumanjari Mandal*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/00088

TO The, Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE - 28/02/2023

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	4000
2	COMPACT ( B.E.D )	1	4000
3	HIFLO (LIBRARY)	1	4000
4	COMPACT (COMPUTER SCIENCE )	1	4000
5	COMPACT ( CHEMISTRY LAB )***	1	4000
6	HIFLO(LADIES COMON ROOM)	1	4000
7	COMPACT(PHYSIC FRONT GATE)	1	4000
8	COMPACT(MILLENIUM BUILDING GNRND FLOOR)	1	4000
9			
10			
11			
12			
13			
14			
15			

TOTAL-THIRTY TWO THOUSAND ONLY

32000

Thanking you and looking forward for your positive response.  
payment terms : 100% advance

**AQUA GUARDIAN**  
For Aqua Guardian 19E/H/24, Goabagan Street,  
P. Naity Kolkata-700 000  
Service Signature Moh 9231575191/903868094

Reg. off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191/9143093123

Approved  
Rs. 28,000/-

M. Mandel  
14/3/23

Principal  
Scottish Church College  
Kolkata

Madhumangini Mandel  
Principal  
Scottish Church College  
Kolkata



# Flash Point Controls

172/8 AJC Bose Road, Kolkata - 700014

Phone: 2284-8116 ♦ Telefax: (9133) 2284-7476 ♦ Mobile: 9831004269 ♦ E-mail: flashpointcpl@gmail.com

Ref: FPC/SCC/AMC/106

Date: 08-07-2023

To  
The Principle,  
M/s Scottish Church College  
1 & 3 Urquhart Square, Kolkata - 700 006

## Sub: Offer for renewal of Annual Maintenance of your Fire Security System

Dear Madam,

We like to inform you that the validity of your AMC agreement for the existing Fire Security Systems expired in June'23. As such we give below our quotation for your necessary consideration & continuity of your long standing patronage of us!  
Due to steep increase in cost of all commodities, we are constrained to increase our rates marginally that we hope shall meet your approval.

Quarterly maintenance of your existing systems installed in the Main Building as well as Jubilee Building.

Rate Rs. 34,000/- per service (Rs.1, 36,000/- per annum) →  
GST @ 18% shall be extra.

*Approved, M. Mandal  
4/8/23*

Repair or replacement of any component / spares shall be charged extra as / if applicable for which prior estimate shall be submitted. You shall also have the option of providing us the same.

### MANPOWER INVOLVEMENT:

For maintenance of all the systems, 4-5 people would be deployed for duration of 2-3 days each time and shall include additional emergency call/ visit for another 3-4 times per annum.

### OBLIGATIONS ON PART OF M/s. Scottish Church College:

- Provide us necessary infrastructural facilities which may be practically required by us to fulfill all our obligations and duties smoothly, like supply of water, electricity, Scaffold/ ladder, spares etc.
- Provide necessary consumables like Diesel/Coolant, lubricants etc. for the purpose of operating Engine driven pump - if applicable.

TERMS OF PAYMENT: Bills to be settled within 2 weeks from the date of receipt and duly certified by the concerned official.

We hope our offer shall meet your approval and look forward to receiving your valued Work Order soon. Should you however have any further query in any matter, please feel free to contact us.

Thanking you,

Yours sincerely,

For Flash Point Controls

*Chandrima Biswas*  
Chandrima Biswas  
Dy. Engr.

### SUPPLY / INSTALLATION / COMMISSIONING AND MAINTENANCE OF:



- ♦ Fire Hydrant and Sprinkler System ♦ Fire Detection and Alarm System
- ♦ Public Address System ♦ CO<sup>2</sup> / Foam / FM-200 Flooding System
- ♦ Fire Equipments & Accessories ♦ Fire Extinguishers and Refills
- ♦ Fire Doors ♦ Gas Detection System ♦ Access Control System.....

*Madhumsanjai Mandal*  
Principal  
Scottish Church College  
Kolkata

OTIS Elevator Company (India) Limited

Eastern Region

Smartworks, Victoria Park, Level 2, Block : GN, Plot no. 37/2, Sector V, Salt Lake City, Kolkata 700091

Tel : (91-33) 4052 4343 / 300 / 301, Fax: (91-33) 4052 4302, website : www.otis.com

Date: May 18, 2023

SCOTTISH CHURCH COLLEGE  
1 & 3 URQUHART SQUARE  
MANICKTALA, AZAD HIND BAG  
KOLKATA - 700006, WEST BENGAL

PAN No : PANN0TAPPL

GST No : GSTNOTAPPLICABL

Dear Customer,

Sub: AMC Renewal offer of Contract of OTIS Elevators at your premises-SCOTTISH CHURCH COLLEGE

Contract No. : LW3221 No. of Units : 1 Contract type : L Branch ID : ES-Kolkata N

We take this opportunity to express our sincere gratitude for your patronage and trust reposed in our services during the current tenure of AMC contract. Please be assured of highest degree of services and our relentless efforts to meet with your expectations so that we can continue this relationship in time ahead and make it more stronger and long lasting.

We would like to bring to your kind notice that the present AMC is expiring on July 31, 2023. Since you are our esteemed customer we would like to provide the below proposal at special rates for multiyear AMC services. However, you may finalize Yearly / Multi-Yearly as per your convenience & strike out which is not applicable. Kindly note, Payment Terms will remain unchanged.

We propose effective August 01, 2023 the elevator maintenance price in the existing contract be revised as under

Period	Aug'2023 To Jul'2024	Aug'2024 To Jul'2025	Aug'2025 To Jul'2026	Aug'2026 To Jul'2027	Aug'2027 To Jul'2028
Basic Amount (Yearly)	46,144.00 44,424.00		55,834	61,418	67,559
CGST(Rate 9%)	3,998.16	Taxes as Applicable			
SGST(Rate 9%)	3,998.16				
Total Amount	52,420.00 54,450.00				

Total Amount (Rounded off to nearest rupee) : 54,450

Rupees: Fifty-four thousand four hundred fifty only

Previous Outstanding : 1,827

For any assistance required you may contact us on our 24 hour help line OTISLINE on toll free no. 1800227777 or our

Customer Service Executive SANTANU ROY on his mobile no. 9007883811

Your's faithfully,

OTIS ELEVATOR COMPANY (II) LTD

Registered Office : Otis Elevator Company (India) Ltd,

Magnus Towers, 9th Floor, Mindspace, Link Road, Malad (West), Mumbai - 400 064. Tel: (91-22) 0679 5151 / 2844 9700

Fax: (91-22) 2844 9791 / 9793 Email: response@otis.com www.otis.com

CIN: U29150MH1953PLC009158 PAN: AAAC00481E

Turn over

to refer **TERMS & CONDITIONS**  
to find **BANK DETAILS** for ease of payment  
and our latest **VALUE ADDED PRODUCTS**

Please detach this slip and return along with payment

ACCEPTANCE COPY (To be returned to OTIS)

Branch ID : ES-Kolkata N

Contract No. : LW3221

No. of Units : 1

Contract type : L

Prop. Price : 46144/-

Customer Name : SCOTTISH CHURCH COLLEGE

Address : 1 & 3 URQUHART SQUARE MANICKTALA, AZAD HIND BAG KOLKATA - 700006, WEST BENGAL

Madhumangini Mondal  
Principal  
Scottish Church College  
Kolkata

PA Effective Date	Payment Mode	Amount	Taxes	Total Amount	Cheque No.	Date	Bank/ Branch
Aug'2023	Yearly	44,424	7,996	52,420			
Aug'2024	Yearly		As Applicable				
Aug'2025	Yearly						
Aug'2026	Yearly						
Aug'2027	Yearly						

We hereby undertake to send TDS Certificate (as applicable) within 30 days from hereafter.

Customer Auth. Signatory/Designation

Customer's Signature

Date

Customer Auth. Signatory/Designation

Customer's Signature

Date

# SAFETY First (KOL)

FIRE PROTECTION PEOPLE

Br. Off. : 52B, ADHAR CHANDRA DAS LANE, ULTADANGA, KOLKATA - 67

H.O. : WP-501-D, SHIV MARKET, ASHOK VIHAR, DELHI - 52

GSTN NO.: 19AOTPG7467C1ZH PAN NO. : AOTPG7467C

Date : 06/07/202.

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	700/-x 01	= Rs. 700.00
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000/-x22	= Rs.22,000.00
Cost of ABC Type Fire Extinguisher of 6 Kg. =	1100/-x04	= Rs. 4,400.00
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1500/- x17	= Rs.25,500.00
Cost of DCP Type Fire Extinguisher of 50 Kg. =	7000/-x 03	= Rs.21,000.00

Cost of All Fire Extinguisher = 700+22,000+4,400+25,500+21,000.00

Total = Rs.73,600.00

GST - 18% = Rs.13,248.00

Grand Total = Rs.86,848.00

Approved,  
M. Mandel  
17/7/23

(Rupees Eighty Six Thousand Eight Hundred Forty Eight only)

Looking forward to the pleasure of receiving your valuable order and  
assuring you or our best services all the time.

Thanking you,

Yours truly

Joyanta Kumar Ghosh,

For Safety First (Kol.)

Madhurarajani Mandel  
Principal  
Scottish Church College  
Kolkata



# Flash Point Controls

172/8 AJC Bose Road, Kolkata - 700014

Phone: 2284-8116 ♦ Telefax: (9133) 2284-7476 ♦ Mobile: 9831004269 ♦ E-mail: flashpointcpl@gmail.com

## SERVICE ACTIVITY REPORT

Customer's Name & Address: *Scottish church college square, manicktola, Kolkata - 700006*

Address: *183, urquhart*

CALL RECD ON  
CALL ATTENDED ON *5.6.23*  
CALL RECD BY *D. Das*  
CALL CLOSED ON *5.6.23*

SERVICE CALL TYPE:	INSTALL	WARRANTY	FREE INSP	CHARGEABLE	PROMO	GENL	AMC	OTHERS
--------------------	---------	----------	-----------	------------	-------	------	-----	--------

Items Installed / Attended:	Qty & Unit	Customer's Complaint reported:
-----------------------------	------------	--------------------------------

Engineer's Remarks & Service rendered:  
*23.5.23 I come to do quarterly AMC then battery in distilled water low so the dg did not start, 24.5.23 the battery was changed with distilled water, I start the dg today and the dg is*

JOB PENDING (If any) *running very well*

CUSTOMERS' FEED BACK WITH SIGN & DATE:

*S. Bhattacharya*  
*5/6/23*

### ⊗ observation :-

- 1) Diesel is not sufficient (40L)*
- 2) Coolant is not sufficient (5)*
- 3) pressure gauge is damage (1 No)*



*Madhumayari Mondal*  
Principal  
Scottish Church College  
Kolkata

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Estd. 1830

1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www: www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

**PRINCIPAL**  
Ph. 033 2350 3862, Ext.110  
email: scottish.cal@gmail.com

SCC/Estate/WW/23-24/08

02-05-2023

Shuk Sare  
99/64, Jessore Road,  
Kolkata -700 028

Ref : Quotation against tender no Estate/SCC/06/2023-24 dt. 12-04-2023

Sub : Annual Maintenance Contract of all Air Conditioners of college  
(Period: 01-05-2023 to 30-04-2024)

Dear Sir,

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs. 1, 88,900/ (Rupees one lakh eighty eight thousand nine hundred only - GST Extra) on the following terms and conditions.

1. The Annual Maintenance Contract is Non Comprehensive type. It does not include repair / replacement with spare. Cost of any sort of item has to be borne by the college.
2. Quarterly Visit will be done during the AMC period. Every machine shall be serviced quarterly. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained. An emergency call must be attended.
3. Total number of Air Conditioners are 89 nos

• 39 nos (Split AC (inverter type))- 39 nos . @Rs. 2500/ , (Rs. 97,500/)

• 30 nos Split AC (non inverter type) - 7 nos split 2 ton @ Rs. 2200/, (Rs.15,400/)  
19 nos split 1.5 ton @ Rs. 2000/, (Rs.38,000/)  
4 nos split 1 ton @ Rs. 1500/, (Rs. 6000/)

• 20 nos Window AC - 20 nos window @Rs. 1600/. (Rs. 32,000/)

Total (Rs. 1,88,900/)

Sheet attached with this work order.

*Madhuranjayani Mondel*  
Principal  
Scottish Church College  
Kolkata



#### 4. Preventive Maintenance Service Includes

- Cleaning of filters, indoor unit grills & filters through air blower
- Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.
- Checking selector switch, thermostat, relay, remote control etc.
- Checking motor bushings
- Checking ground connection
- Cleaning of blower and condenser fan
- Cleaning the evaporator & Condenser coils
- Checking and tightening of nuts & bolts.
- Oiling the motors.
- Checking of the back up electrical power cut/MCB.
- Checking of the drive motors and fans.
- Over hauling of the AC, with chemical washing process.
- Checking cooling efficiency
- Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- Cleaning the condenser and evaporator coils with suitable detergent/Chemical solution and flushing high pressure jet of water

Greasing of blower motors and all moving parts.



# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Estd. 1830

1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www. www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

**PRINCIPAL**  
Ph. 033 2350 3862, Ext.110  
email: scottish.cal@gmail.com

- Report of replacement of any component of air conditioners (Outdoor and indoor unit, inlet and outlet pipelines, electrical connections etc.) found defective after the above checks and tests.
- Spare Parts used for replacement, if ordered, shall be procured from the authorized dealer/service center of same make / quality as installed in new air conditioner with warranty or guarantee as per manufacturer. The original bills/ vouchers of purchase of spare parts are attached with the payment claims as a proof of it's genuinely.
- 5. Infrastructural facilities (supply of water, electricity, scoffs hold/ladder, spare etc.) will be provided by the college
- 6. The agreement will necessitate a quarterly payment in advance on actual for providing the said service payable valid invoice/bill. The payment will be done after releasing the amount by the competent authority. (Within two weeks from the date of receipt of Bill)
- 7. TDS will be deducted as per norms.

Thanking you,

Yours truly,

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal  
Principal

14/6/23

**SHUK SARE REFRIGERATION**

99/64, Jessore Road  
Kolkata-700028

*Gour Sundar Hanna*

19/06/2023

*Madhumanjari Mandal*  
Principal  
Scottish Church College  
Kolkata

Scottish Church College  
1 & 3 Urquhart Square Kolkata -700 006

Date: 26-04-2023

Tender no: Estate/SCC/06/2023-24 dt.12-04-2023

Quotations for Annual Maintenance for Air Conditioner

Sl. NO.	Company Name	Category					GST (Rs.)	Total Amount (RS.)
		Split (inverter)	Split (2 ton)	Split (1.5 ton)	Split (1 ton)	Window		
1	Shuksaree Refrigerator 99/64 Jessore Road Kolkata-700 028	2500/-	2200/-	2000/-	1500/-	1600/-		9800/-
2	M/S A.K.Pal 20A, Goabagan Street Kolkata - 700 006	only service without parts 600/- X4	3200/-	2800/-	2500/-	without parts 500/- X4		12900/-

Signature

Signature

1. M. Mondal  
26/4/23.

1. From M/S A K PAL  
Surrendered

2. Sameer Choudhary  
26/4/23

3. Bidisa Saha  
26/4/23

4. Rajyanti Ghosh  
17/4/23

Madhusanjai Mondal  
Principal  
Scottish Church College  
Kolkata



# Flash Point Controls

172/8 AJC Bose Road, Kolkata - 700014

Phone: 2284-8116 ♦ Telefax: (9133) 2284-7476 ♦ Mobile: 9831004269 ♦ E-mail: flashpointcpl@gmail.com

Ref: FPC/SCC/AMC/106  
Date: 08-07-2023

To  
The Principle,  
M/s Scottish Church College  
1 & 3 Urquhart Square, Kolkata - 700 006

### Sub: Offer for renewal of Annual Maintenance of your Fire Security System

Dear Madam,

We like to inform you that the validity of your AMC agreement for the existing Fire Security Systems expired in June'23. As such we give below our quotation for your necessary consideration & continuity of your long standing patronage of us!  
Due to steep increase in cost of all commodities, we are constrained to increase our rates marginally that we hope shall meet your approval.

Quarterly maintenance of your existing systems installed in the Main Building as well as Jubilee Building.

Rate Rs. 34,000/- per service (Rs.1, 36,000/- per annum) →  
GST @ 18% shall be extra.

*Approved, M. Mandal  
4/8/23*

Repair or replacement of any component / spares shall be charged extra as / if applicable for which prior estimate shall be submitted. You shall also have the option of providing us the same.

#### MANPOWER INVOLVEMENT:

For maintenance of all the systems, 4-5 people would be deployed for duration of 2-3 days each time and shall include additional emergency call/ visit for another 3-4 times per annum.

#### OBLIGATIONS ON PART OF M/s. Scottish Church College:

- Provide us necessary infrastructural facilities which may be practically required by us to fulfill all our obligations and duties smoothly, like supply of water, electricity, Scaffold/ ladder, spares etc.
- Provide necessary consumables like Diesel/Coolant, lubricants etc. for the purpose of operating Engine driven pump - if applicable.

TERMS OF PAYMENT: Bills to be settled within 2 weeks from the date of receipt and duly certified by the concerned official.

We hope our offer shall meet your approval and look forward to receiving your valued Work Order soon. Should you however have any further query in any matter, please feel free to contact us.

Thanking you,

Yours sincerely,

For Flash Point Controls

*Chandrima Biswas*

Chandrima Biswas

Dy. Engr.

#### SUPPLY / INSTALLATION / COMMISSIONING AND MAINTENANCE OF:



- ♦ Fire Hydrant and Sprinkler System
- ♦ Fire Detection and Alarm System
- ♦ Public Address System
- ♦ CO<sup>2</sup> / Foam / FM-200 Flooding System
- ♦ Fire Equipments & Accessories
- ♦ Fire Extinguishers and Refills
- ♦ Fire Doors
- ♦ Gas Detection System
- ♦ Access Control System.....

*Madhumsri Mandal*  
Principal  
Scottish Church College  
Kolkata

Otis Elevator Company (India) Limited

Eastern Region

Smartworks, Victoria Park, Level 2, Block : GN, Plot no. 37/2, Sector V, Salt Lake City, Kolkata 700091

Tel : (91-33) 4052 4343 / 300 / 301, Fax: (91-33) 4052 4302, website : www.otis.com

SCOTTISH CHURCH COLLEGE  
1 & 3 URQUHART SQUARE  
MANICKTALA, AZAD HIND BAG  
KOLKATA - 700006, WEST BENGAL

Date: May 18, 2023

PAN No : PANN0TAPPL

GST No : GSTNOTAPPLICABL

Dear Customer,

Sub: AMC Renewal offer of Contract of OTIS Elevators at your premises-SCOTTISH CHURCH COLLEGE

Contract No. : LW3221 No. of Units : 1 Contract type : L Branch ID : ES-Kolkata N

We take this opportunity to express our sincere gratitude for your patronage and trust reposed in our services during the current tenure of AMC contract. Please be assured of highest degree of services and our relentless efforts to meet with your expectations so that we can continue this relationship in time ahead and make it more stronger and long lasting.

We would like to bring to your kind notice that the present AMC is expiring on July 31, 2023. Since you are our esteemed customer we would like to provide the below proposal at special rates for multiyear AMC services. However, you may finalize Yearly / Multi-Yearly as per your convenience & strike out which is not applicable. Kindly note, Payment Terms will remain unchanged.

We propose effective August 01, 2023 the elevator maintenance price in the existing contract be revised as under

Period	Aug'2023 To Jul'2024	Aug'2024 To Jul'2025	Aug'2025 To Jul'2026	Aug'2026 To Jul'2027	Aug'2027 To Jul'2028
Basic Amount (Yearly)	46,144.00 44,424.00		55,834	61,418	67,559
CGST(Rate 9%)	2,998.16 2,998.16				
SGST(Rate 9%)	2,998.16 2,998.16				
Total Amount	52,420.32 54,450.32				



Total Amount (Rounded off to nearest rupee) : 54,450  
Rupees: Fifty-four thousand four hundred fifty only

*Handwritten:* Rs. 52,420 / M. Mandal 4/8/23  
Rs. 49,500/- → sanctioned.  
M. Mandal 12/7/23

Previous Outstanding : 1,827

For any assistance required you may contact us on our 24 hour help line OTISLINE on toll free no. 1800227777 or our Customer Service Executive SANTANU ROY on his mobile no. 9067883811

Your's faithfully,

OTIS ELEVATOR COMPANY (II) LTD

Registered Office : Otis Elevator Company (India) Ltd.  
Magnus Towers, 9th Floor, Mindspace, Link Road, Malad (West), Mumbai - 400 064. Tel.: (91-22) 6679 5151 / 2844 9700  
Fax: (91-22) 2844 9791 / 9793 Email: response@otis.com www.otis.com  
CIN: U29150MH1953PLC009158 PAN: AAACD0481E

Turn over

to refer **TERMS & CONDITIONS**  
to find **BANK DETAILS** for ease of payment  
and our latest **VALUE ADDED PRODUCTS.**

Please detach this slip and return along with payment

ACCEPTANCE COPY (To be returned to OTIS)

*Handwritten:* Madhumangini Mandal  
Principal  
Scottish Church College  
Kolkata

Branch ID : ES-Kolkata N

Contract No. : LW3221

No. of Units : 1

Contract type : L

Prop. Price : 46144/-

Customer Name: SCOTTISH CHURCH COLLEGE

Address : 1 & 3 URQUHART SQUARE MANICKTALA, AZAD HIND BAG KOLKATA - 700006, WEST BENGAL

PA Effective Date	Payment Mode	Amount	Taxes	Total Amount	Cheque No.	Date	Bank/ Branch
Aug'2023	Yearly	44,424	7,996	52,420			
Aug'2024	Yearly		As Applicable				
Aug'2025	Yearly						
Aug'2026	Yearly						
Aug'2027	Yearly						

We hereby undertake to send TDS Certificate (as applicable) within 30 days from hereafter.

Customer Auth. Signatory/Designation: \_\_\_\_\_ Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Auth. Signatory/Designation

Customer's Signature

Date

8339902695  
9830845432  
9051501456

# **SAFETY First (KOL)**

## **FIRE PROTECTION PEOPLE**

Br. Off. : 52B, **ADHAR** CHANDRA DAS LANE, ULTADANGA, KOLKATA - 67

H.O. : WP-501-D, **SHIV** MARKET, ASHOK VIHAR, DELHI - 52

GSTN NO.: 19AOTPG7467C1ZH PAN NO. : AOTPG7467C

To  
The Principal,  
Scottish Church College  
1 & 3 Urquharst Square  
Kolkata - 700 006

Date : 06/07/2023

### Sub. : Quotation for Fire Extinguisher (Refill)

Respected Madam,

#### The estimated cost of refilling.

ABC Type Fire Extinguisher Capacity of 2 kgs. ISI Mark - Rs.700/- Each.

ABC Type Fire Extinguisher Capacity of 5 kgs. ISI Mark - Rs.1000/- Each.

ABC Type Fire Extinguisher Capacity of 6 kgs. ISI Mark - Rs.1100/- Each.

DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark - Rs.1500/- Each.

DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark - Rs.7000/- Each.

No. of ABC Type Fire Extinguisher of 2 Kg. = 01 pc.

No. of ABC Type Fire Extinguisher of 5 Kg. = 22 pcs.

No. of ABC Type Fire Extinguisher of 6 Kg. = 04 pcs.

No. of DCP Type Fire Extinguisher of 10 Kg. = 17 pcs.

No. of DCP Type Fire Extinguisher of 50 Kg. = 03 pcs.

Contd....P/2

*Madhumsanjivi Mondel*  
Principal  
Scottish Church College  
Kolkata

9830845432  
9051501456

# SAFETY First (KOL)

FIRE PROTECTION PEOPLE

Br. Off. : 52B, ADHAR CHANDRA DAS LANE, ULTADANGA, KOLKATA - 67  
H.O. : WP-501-D, SHIV MARKET, ASHOK VIHAR, DELHI - 52  
GSTN NO.: 19AOTPG7467C1ZH PAN NO. : AOTPG7467C

Date : 06/07/202.

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	700/-x 01	= Rs. 700.00
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000/-x22	= Rs.22,000.00
Cost of ABC Type Fire Extinguisher of 6 Kg. =	1100/-x04	= Rs. 4,400.00
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1500/- x17	= Rs.25,500.00
Cost of DCP Type Fire Extinguisher of 50 Kg. =	7000/-x 03	= Rs.21,000.00

Cost of All Fire Extinguisher = 700+22,000+4,400+25,500+21,000.00

Total = Rs.73,600.00

GST - 18% = Rs.13,248.00

Grand Total = **Rs.86,848.00**

Approved,  
M. Mandel  
17/7/23

(Rupees Eighty Six Thousand Eight Hundred Forty Eight only)

Looking forward to the pleasure of receiving your valuable order and  
assuring you of our best services all the time.

Thanking you,

Yours truly

Jayanta Kumar Ghosh

For Safety First (Kol.)

Madhusrayani Mandel  
Principal  
Scottish Church College  
Kolkata

# SAFETY First (KOL)

## FIRE PROTECTION PEOPLE

Br. Off. : 52B, ADHAR CHANDRA DAS LANE, ULTADANGA, KOLKATA - 67

H.O. : WP-501-D, SHIV MARKET, ASHOK VIHAR, DELHI - 52

GSTN NO.: 19AOTPG7467C1ZH PAN NO. : AOTPG7467C

### Fire Extinguisher where to be install :

Department	ABC Type 2 kg	ABC Type 5 kg	ABC Type 6 kg	DCP Type 5 kg	DCP Type 10 kg	DCP Type 50 kg	Co <sub>2</sub> Type 2 kg	Signature
Maths	1 pc.	--	--	--	1 pc.	--	--	
B.Ed	--	1 pc.	--	--	2 pcs.	--	--	
B.B.A.	--	2 pcs.	4 pcs.	--	--	--	--	
Main lobby covering P.O., VPO Bursar, Staff room	--	3 pcs.	--	--	4 pcs.	--	--	
Senetus Secretary Room	--	1 pc.	--	--	--	--	--	
Main Gate	--	1 pc.	--	--	--	--	--	
Assembly Hall	--	3 pcs.	--	--	3 pcs.	1 pc.	--	
Seminar Room	--	2 pcs.	--	--	2 pcs.	--	--	
Office	--	2 pcs.	--	--	2 pcs.	1 pc.	--	
M. L. Bhowmick Auditorium	--	3 pcs.	--	--	3 pcs.	1 pc.	--	
Canteen	--	2 pcs.	--	--	--	--	--	
Ladies Common room	--	1 pc.	--	--	--	--	--	
Boys Common room	--	1 pc.	--	--	--	--	--	
Total	1 pc.	22 pcs.	4 pcs.	--	17 pcs.	3 pcs.	---	

Total : 1+22+4+17+3 = 47 pcs.

*Madhumayanti Mondal*  
Principal  
Scottish Church College  
Kolkata

**J. J. SERVICE**

Work of CARPENTER, PLUMBER, RAJ & PAINTER & ELECTRICAL WORKS & GENERAL ORDER  
SUPPLIER

PROP. JAYANTA BISWAS

123/1A, A.P.C. ROAD, KOLKATA - 700006

PAN : AXMPB4558P

Date :- 31.05.2023

To  
The Principal  
Scottish Church College  
Kolkata - 700006

**Sub : The Annual Maintenance Contract Ref. NO. SCC/TIN/AMC valid from 1<sup>st</sup> April, 2023 to  
31<sup>st</sup> March, 2024.**

Respected Sir,

With due respect and reference to the above subject matter I would like to inform you that the Annual Maintenance for Sound Box & Microphone including minor repairing with Bakery under Class Rooms 3,5,6,7,8,9,10,N-1,14, 19 & 28 also with additional rooms of main building 4,18 and (J.B.) 9,10,12,13,14,16 excluding the Holidays, Summer Vacation and Puja Vacation.

The Rate was as per last contract was Rs. 3500/- per month and the Total Contract value was 31,500/-.

In this circumstances I pray to your kind honour that all the market prices has been enhanced and the labour and materials cost has increases. Therefore I would request your good office to kindly considered our case sympathetically enhance the Annual Rate as you think best and proper.

Therefore I request your kind honour to kindly review our Annual Maintenance contract and provide us the said job and for the same I shall remain ever grateful to you.

With regards

Yours faithfully

**J. J. SERVICE**  
Jayanta Biswas  
Proprietor  
Proprietor

Approved,  
M. Mandal  
31/5/23

Madhurarajani Mandal  
Principal  
Scottish Church College  
Kolkata





# Flash Point Controls

172/8 AJC Bose Road, Kolkata - 700014

Phone: 2284-8116 ♦ Telefax: (9133) 2284-7476 ♦ Mobile: 9831004269 ♦ E-mail: flashpointcpl@gmail.com

## SERVICE ACTIVITY REPORT

Customer's Name & Address: *Scottish church college square, manicktola, Kolkata - 700006*

Address: *183, Urvuhant, Kolkata - 700006*

CALL RECD ON	
CALL ATTENDED ON	<i>5.6.23</i>
CALL RECD BY	<i>D. Das</i>
CALL CLOSED ON	<i>5.6.23</i>

SERVICE CALL TYPE:	INSTALL	WARRANTY	FREE INSP	CHARGEABLE	PROMO	GENL	AMC	OTHERS
--------------------	---------	----------	-----------	------------	-------	------	-----	--------

Items Installed / Attended:	Qty & Unit	Customer's Complaint reported:

Engineer's Remarks & Service rendered:  
*23.5.23 I come to do quarterly AMC then battery in distilled water low so the dg did not start, 24.5.23 the battery was changed with distilled water, I start the dg today and the dg is*

JOB PENDING (If any) *running very well*

CUSTOMERS' FEED BACK WITH SIGN & DATE:

*S. Bhattacharya*  
*5/6/23*

### ⊗ observation :-

- 1) Diesel is not sufficient (40L)*
- 2) Coolant is not sufficient (5)*
- 3) pressure gauge is damage (1 No)*



*Madhumayanti Mondal*  
 Principal  
 Scottish Church College  
 Kolkata

# TECHNO DIGITECH INC.

COMMUNICATION SYSTEMS DEPARTMENT  
 MAINTENANCE AGREEMENT  
 124, Arobinda Sarani, Room No.-17, Kolkata-6

Phone : 2554-9941, 2555-0250  
 Mobile : 9830277185,

Name & Address of Client	Customer code	Agreement No.
SCOTISH CHURCH COLLEGE INSTALLATION AT KOLKATA	TDI/TD/01	TDI/AMC. 01-2023

Client hereby orders TDI maintenance service and TDI agrees to provide such service on the following equipments as per terms and conditions indicated herein.

Sl. No.	Product, Make & Specification		Maintenance Charges
①	Annual Maintenance contract of PANASONIC EPABX computer PART of 40 Ex. tr.	one	20000  (Incldy. G.S.T)

Out Location Charges : NIL

Rupees TWENTY THOUSAND ONLY Total Amount Rs. 20000 → Approved, M. Mandal

Agreement Period From 01-04-2023 → 31-03-2024 2/5/23

The detailed Terms & conditions are enclosed herewith. The Client acknowledges that he has read this agreement, understands it and agrees to be bound by its terms and conditions, attached.

Signed on behalf of customer	Signed on behalf of TDI
Authorized Signature	Authorized Signature
Name :	Name : <u>TADAS KUMAR DAS</u>
Designation :	Designation :
Date :	Date : <u>12-04-2023</u>
Official Stamp	 For TECHNO DIGITECH INC.

Principal  
 Scottish Church College  
 Kolkata

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www: www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

PRINCIPAL  
Ph. 033 2350 3862, Ext.110  
email: scottish.cal@gmail.com

SCC/Estate/WW/23-24/02

02-05-2023

Etech Computer  
6B, Gour Mohan Ghosh Road  
Bhowanipur  
Kolkata - 700 025 ( near ladies park)

Dear Sir,

Sub : Renewal of AMC of Non-comprehensive IT Infrastructure Maintenance Support in the college,  
starting from 1-05-2023 to 31-04-2024

Ref :

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs. 2,70,220/- (Rupees two lakh seventy thousand two hundred twenty only, inclusive of GST) on the following terms and conditions.

1. The engagement of the vendor will remain operative solely based on their competence and quality of performance. Any act contrary to this effect will lead to termination of the agreement.
2. The agreement will necessitate a month payment in advance of ₹22,518/ on actual by the Principal to the vendor for providing the said service payable only after completion of a month against production of a valid invoice/bill.
3. The vendor will depute their trained and technically expert representative/s who need to be present in the college during full working hours of the college (10 am to 5 pm on weekdays, 10 am to 2 pm on Saturdays) and will be responsible for the work and attend to all calls received from all computer/software/network related equipment and points installed in the college at 1, 2 & 3 Urquhart Square Kolkata- 700 006. All such calls will be maintained with records available with the Senatus Secretary. The Representative need to mark their daily attendance in a separate register. Any full or partial absence will cause deduction from the scheduled monthly payment.
4. Additional payment would be made to the vendor for replacement of parts/repairs of network and cable in case of necessity with authorization from the college authority.
5. All the problem/calls have to be attended and sorted out within 2 working hours of the same day.
6. A written report has to submit at the end of the day to the Senatus Secretary by the vendor for countersignature.

*Madhusranjai Mondal*  
Principal  
Scottish Church College  
Kolkata

*Nec Tamen Consumebatur - The bush burns, but is not consumed*





7. The contract includes software maintenance and hardware maintenance. It however does not include hardware repair/replacement with spares. cost of any hardware replacement and / or replied have to be borne by the college.
8. The contract also includes installation of software package and hardware provided by the college and seeing that all devices such as printers, modem and network connected to it are in working condition.
9. The work order has to be read with the agreement of even date.

Thanking you,

Yours truly,

*Madhumanjari Mandal*

Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata

4/5/23



*Received  
Smt. Banerji  
for Bker computer  
4/5/2023*

*Madhumanjari Mandal*  
Principal  
Scottish Church College  
Kolkata



# ETECH COMPUTER

Application No: ETECH/AMC-REN/SCH/COMP/05263/03-23

To  
The Principal,  
Scottish Church College,  
1 & 3, Urquhart Square Lane  
Kolkata - 700006

Date: 24/03/2023

**Sub: Renewal request of your AMC of Computer & allied peripherals against your work Order No - SCC/Estt/WW/22-23/24, Dated: 29/04/2022**

Respected Sir,

Our Company ETECH COMPUTER successfully continuing Non-comprehensive A.M.C for computers, printers and peripherals against your work Order No - SCC/Estt/WW/22-23/24, Dated: 29/04/2022 at your organization from dated: 30-04-2023 which will be come to an end

Now we are agreed to do the same job at your office in same price and same terms and conditions.

We are very much grate full if you kindly extent the order and obliged.

We hope that our company can serve all your needs satisfactorily.

Thanks and Regards.


Yours faithfully

Approved,

M. Mandel  
11/4/23

  
Prasmit Sarkar  
ETECH COMPUTER

6B, Goupr Mohan Ghosh Road  
Bhowanipur, Kolkata-700025

  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

Pure for Sure & Safety

Date..28/02/2023.....

To,  
The ,Principal  
M/S, Scottish Church College  
1&3 Urquart Street.  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir/madam,

Please be informed that as per communication with you regarding the agreement of Attached items.we will provide purification part of water purifier & water cooling part. one year service as per our term and condition.

Wich we had submeeted with our quation.the AMC will be starting from 1<sup>st</sup> apr 2023  
Thanking you and looking forward for your kind co-operations.

For AQUA GUARDIAN.

*P. Maity*

Prasenjit Maity  
(Service Head)

**AQUA GUARDIAN**

19E/H/24, Goabagan Street,

Kolkata-700 006

Moh 9231575191/903868094

*Madhuranjani Mondal*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0086

TO The,Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE 28/2/2023

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	1200
2	COMPACT ( B.E.D )	1	1200
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	1200
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	1200
5	COMPACT (1st FLR JUBLEE BOILDING )	1	1200
6	COMPACT (COMPUTER SCIENCE )	1	1200
7	COMPACT ( MICRO BIOLOGY )	1	1200
8	COMPACT ( CHEMISTRY LAB )***	1	1200
9	COMPACT ( PHYSICS )	1	1200
10	CLASSIC(CHRMISTRY OFF)	1	1200
11	CLASSIC(POST GRADUATE)JUBLEE BILDING	1	1200
12	COMPACT (MAIN STUFF ROOM)	1	1200
13	HOFLO( BOTANY)	1	1390
14	HOFLO( LIBRARY)	1	1390
15	COMPACT(MAZAINE FLR)	1	1200
16	HIFLO(LEDIES COMON ROOM)	1	1390
17	COMPACT(PHYSC FRONT GATE)	1	1200
18	COMPACT(MILLENIUUM BUILDING GRND FLOOR)	1	1200
19	INOVA CB (B.B.A)	1	1390
20	COMPACT (2nd FLR JUBLEE BOILDING )	1	1200
21	COMPACT (3rd FLR JUBLEE BOILDING )	1	1200
22	COMPACT 1st FLR CORRIDOR	1	1200
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000
TOTAL--THIRTY FIVE THOUSAND ONE HUNDRED SIXTY ONLY			35160

Thanking you and looking forward for your positive response.  
payment termes : 100% advance

For Aqua Guardian

*P. Maity*  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 00o  
Moh 9231575191/903868094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191

→ Approved,  
M. Mandal  
14/3/23  
Principal  
Scottish Church College  
Kolkata

*Madhusri Mandal*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/00086

TO The, Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE - 28/02/2023

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	4000
2	COMPACT ( B.E.D )	1	4000
3	HIFLO (LIBRARY)	1	4000
4	COMPACT (COMPUTER SCIENCE )	1	4000
5	COMPACT ( CHEMISTRY LAB )***	1	4000
6	HIFLO(LEDIES COMON ROOM)	1	4000
7	COMPACT(PHYSIC FRONT GATE)	1	4000
8	COMPACT(MILLENIUM BUILDING GNRND FLOOR)	1	4000
9			
10			
11			
12			
13			
14			
15			
TOTAL-THIRTY TWO THOUSAND ONLY			32000

Thanking you and looking forward for your positive response.  
payment terms : 100% advance

**AQUA GUARDIAN**  
For Aqua Guardian 19E/H/24, Goabagan Street,  
Kolkata-700 006  
P. Maity Service Signature Mob 9231575191/903868094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191/9143093123

→ Approved  
Rs. 28,000/-

M. Mendel  
14/3/23

Principal  
Scottish Church College  
Kolkata

Madhuryani Mendel  
Principal  
Scottish Church College  
Kolkata



Contract No. ETH/AMC/075/23-24

ANNUAL MAINTENANCE CONTRACT (Copier)

This ANNUAL MAINTENANCE CONTRACT (Comprehensive) (hereinafter referred to as, "CONTRACT") is made between ETHereal (hereinafter referred to as, "ETHereal") having its Corporate office at 180/2, CIT Road, Sch-VIIM, Sandipani, Gr. Floor, Ultadanga, Kolkata-700054 ON DATED 01.03.2023 (Non

AND

**Scotish Church College, 1&3 Urquhart square, Kolkata-700006 PREAMBLE:** ETHereal at the request of the CUSTOMER agrees to maintain one No. RICOH PLAIN PAPER PHOTOCOPIER Model MP2014D bearing Serial No G638M130086 (hereinafter referred to as "Equipment") Installed at (complete installation address- SAME AS ABOVE.)

Subject to terms and conditions of the CONTRACT against payment of the charges specified herein under. This CONTRACT shall be read along with the Installation Report of the said Equipment, which explains the Equipment, and the details of its installation.

**CHARGES:** @Rs.5000.00/- +18% GST (per machine) (Rupees. FIVE THOUSAND ONLY +18% GST) Per annum payable at the beginning of the CONTRACT. (Total number of machines: 1)

**CONTRACT PERIOD:**

From **08.03.2023** to **07.03.2024**

**I. ETHereal shall**

1. Provide free of service once in three months and as and when required (subject to all clauses under II) including spare parts & excluding consumables required for maintenance of the Equipment except Power, Paper or any other output copy material.
2. repair and service the Equipment on the CUSTOMER's request within reasonable time of receipt of communication from the CUSTOMER and replace parts, if required. Any parts replaced shall be of serviceable quality. All parts removed shall become the property of RICOH whose service representatives shall be entitled to remove and carry away such parts from the CUSTOMER's premises.
3. Provide the said services during ETHereal office hours on ETHereal working days. Provided always ETHereal shall be entitled to charge additionally for any services required outside of the ETHereal office hours.
4. Provide training for operating the equipment to two persons nominated by the CUSTOMER. Such training for additional persons may be carried out on mutually agreed terms.
5. Not be liable in any manner whatsoever to indemnify the CUSTOMER for any loss or injury, or damage, or liquidated damages of any kind whatsoever, howsoever caused.
6. Be entitled with any let or hindrance to depute its employee or authorized representative to enter the CUSTOMER's premises at all reasonable times to inspect and service the Equipment.
7. not be liable in any manner whatsoever to the CUSTOMER in the event of ETHereal being prevented or delayed in performance of any of its obligation under the CONTRACT due to conditions constituting Force Majeure which shall include but not be limited to strikes, lock-outs, concerted action by workmen, breakdown of communication, etc.



*Madhumsri Mondel*  
Principal  
Scotish Church College  
Kolkata

8. Have the CUSTOMER pay extra actual, GST & any other Govt. levies whenever and if applicable.

**II. The CUSTOMER shall**

1. Not relocate the Equipment as this CONTRACT is only intended for the equipment location (as per location in CONTRACT) unless otherwise mutually agreed in writing prior to relocating. This CONTRACT is valid for the currency of the realization.
2. Ensure that installation area has electrical outlet and steady supply with an exclusive dedicated voltage stability, and secure wiring. These should be in accordance with RICOH installation site requirements as indicated to the CUSTOMER and further ensure that the Equipment is so maintained during the currency of this CONTRACT.
3. Pay for any repairs, adjustments or replacements caused by the CUSTOMER such as a power supply, or any other parts of the employee's negligence, willful acts or defaults. Further, the CUSTOMER shall ensure that the Equipment is maintained in its original configuration and form. In the event of any alteration of the Equipment or any attachment made thereto, the CUSTOMER shall pay for repair, replacements and adjustments required for restoring the equipment to its original state.
4. The CUSTOMER shall ensure that all key operators carry out their duties properly and operate the Equipment in accordance to the operating manual provided to them. ETHEREAL reserves the right to charge at its prevailing rates for any service calls necessitated by reason of the CUSTOMER's failure to comply with his obligations under this paragraph.
5. Pay extra actual, GST & any other Government levies whenever and if applicable.
6. The customer needs to purchase spares and consumables as and when required.

**III. GENERAL TERMS**

1. This CONTRACT comes into force when signed by or on behalf of the CUSTOMER and by a person authorized by ETHEREAL subject to realization of the payment made by the CUSTOMER to ETHEREAL.
2. If the CUSTOMER is in breach of any or all the terms of this CONTRACT and such breach remains unremedied following written communication from ETHEREAL in this regard, ETHEREAL may, during the currency of the CONTRACT, terminate the CONTRACT and suspend services to the CUSTOMER notwithstanding anything to the contrary contained herein, without being liable in any manner to the CUSTOMER for the same.
3. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or breach thereof shall be subject to the jurisdiction of courts of New Delhi.
4. This represents the entire CONTRACT between the parties with regard to the service of the Equipment and no alteration, deletion, amendment or addition is valid unless mutually agreed and signed by a person duly authorized by ETHEREAL and the CUSTOMER.
5. The customer must acknowledge the acceptance of the agreement in between seven working days from the date of receiving the hard copy as well as if any clause found objectionable to the customer/in requirement of addition or alteration and provide stamped and signed copy of this agreement failing which it will be granted that the agreement has been accepted by all means. No future request of amendment/corrigendum will be entertained further.

FOR AND ON BEHALF OF  
The CUSTOMER

Signature: *Madhuranjari Mandal*  
Name: **MADHURANJARI MANDAL**  
Designation: **Principal  
Scottish Church College  
Kolkata**

FOR AND ON BEHALF OF  
ETHEREAL

Signature: *[Signature]*  
Name: **Kolkata-700053**  
Designation: **C.I.T. Road, Sch.-VIIM**  
Payment Certification: **Customer Administration  
sh/NEFT**

*Madhuranjari Mandal*  
Principal  
Scottish Church College  
Kolkata



SCC/Estate/WW/22-23/93

20-01-2023

Global Force Management Services Pvt. Ltd.

CF 25, Bidhannagar,

Saltlake Sector-1

Kolkata - 700 064

Ref : Quotation dated 03/12/2023 (against Tender no- Estate/SCC/12/2022-23 dt. 28-11-2022)

Sub : Housekeeping and Securities Services.

Sir

With reference to your quotation stated above, we are pleased to place the work order for providing us with the service under the terms and conditions as mentioned below:

1. House Keeping Services: Rs.11,225.00 for per person for eight hours x 26 days in a month .  
Nine persons are required.
2. Securities Services: Rs.11,222.00 per person for eight hours x 26 days in a month.  
One Person required.
3. Securities Services: Rs.15,380.00 per person for twelve hours x 30/31 days in month .  
Two Persons required.
4. TDS will be deducted as per norms.
5. The period of Contract is valid from 01-02-2023 to 31-03-2024.

Thanking you,

Yours truly,

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal  
Principal  
20/1/23

Principal  
Scottish Church College  
Kolkata

Received By  
*HW Mandel*  
SP/WW/539

*Madhumanjari Mandal*  
Principal  
Scottish Church College  
Kolkata

**BILLING CALCULATION DETAILS FOR 31 DAYS**

DESIGNATION	DUTY	RATE	AMOUNT	CALCULATION
HOUSEKEEPING	1	11225.00	415.74	15380/27*1
SECURITY GUARD 8 HRS	1	11222.00	415.63	11222/27*1

**BILLING CALCULATION DETAILS FOR 30 DAYS**

DESIGNATION	DUTY	RATE	AMOUNT	CALCULATION
HOUSEKEEPING	1	11225.00	431.73	15380/26*1
SECURITY GUARD 8 HRS	1	11222.00	431.62	11222/26*1

**BILLING CALCULATION DETAILS FOR 28 DAYS**

DESIGNATION	DUTY	RATE	AMOUNT	CALCULATION
HOUSEKEEPING	1	11225.00	467.71	15380/24*1
SECURITY GUARD 8 HRS	1	11222.00	467.58	11222/24*1



*Madhumayani Mondal*  
Principal  
Scottish Church College  
Kolkata

Scottish Church College  
1 & 3 Urquhart Square Kolkata -700 006

Date: 26-04-2023

Tender no: Estate/SCC/06/2023-24 dt.12-04-2023

Quotations for Annual Maintenance for Air Conditioner

Sl. NO.	Company Name	Category					GST (RS.)	Total Amount (RS.)
		Split (inverter)	Split (2 ton)	Split (1.5 ton)	Split (3 ton)	Window		
1	Shuksaree Refrigerator 99/64 Jessore Road Kolkata- 700 028	2500/-	2200/-	2000/-	1500/-	1600/-		9800/-
2	M/S A.K.Pal 20A, Goabagan Street Kolkata - 700 006	only service without parts 600/- X4	3200/-	2800/-	2500/-	without parts 500/- X4		12900/-

Signature

Signature

1. M. Mandal  
26/4/23

1. For M/S A.K. PAL  
Surrendered

2. Sameer Bhattacharya  
26/4/23

3. Bidisa Saha  
26/4/23

Madhumajari Mandal  
Principal  
Scottish Church College  
Kolkata

4. Rajyashri Ghosh  
17/4/23

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Estd. 1830

1&3 Urquhart Square Kolkata-700 036  
Ph 033 2350 3862 Fax 033 2350 5207  
www. www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

## PRINCIPAL

Ph. 033 2350 3862, Ext:110  
email: scottish.cal@gmail.com

SCC/Estate/WW/23-24/08

02-05-2023

Shuk Sare  
99/64, Jessore Road,  
Kolkata -700 028

Ref : Quotation against tender no Estate/SCC/06/2023-24 dt. 12-04-2023

Sub : Annual Maintenance Contract of all Air Conditioners of college  
(Period: 01-05-2023 to 30-04-2024)

Dear Sir,

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs. 1, 88,900/ (Rupees one lakh eighty eight thousand nine hundred only - GST Extra) on the following terms and conditions.

1. The Annual Maintenance Contract is Non Comprehensive type. It does not include repair / replacement with spare. Cost of any sort of item has to be borne by the college.
2. Quarterly Visit will be done during the AMC period. Every machine shall be serviced quarterly. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained. An emergency call must be attended.
3. Total number of Air Conditioners are 89 nos

• 39 nos (Split AC ( <u>inverter type</u> ))-	39 nos .	@Rs. 2500/ ,	(Rs. 97,500/)
• 30 nos Split AC ( <u>non inverter type</u> ) -	7 nos split 2 ton	@ Rs. 2200/ ,	(Rs.15,400/)
	19 nos split 1.5 ton	@ Rs. 2000/ ,	(Rs.38,000/)
	4 nos split 1 ton	@ Rs. 1500/ ,	(Rs. 6000/)
• 20 nos Window AC -	20 nos window	@Rs. 1600/ .	(Rs. 32,000/)
		Total	(Rs. 1,88,900/)

Sheet attached with this work order.

*Madhumangini Mondal*  
Principal  
Scottish Church College  
Kolkata