

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tc@scottishchurch.ac.in

16<sup>th</sup> February 2018

**Nanda Gopal Sur**  
1, Shyampukur Lane,  
Kolkata - 700 004

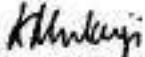
Dear Sir,

**Sub : Annual Maintenance Contract for Air Condition Machines (Window Type)**  
**Ref : Your Quotation dated 05-09-2017**

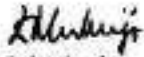
As per your proposal dated 05-09-2017, you are requested to provide us with the service for 17 numbers of AC machines (window type, without parts) under the terms and condition mentioned against the payment of Rs. 17,000/- (@ ₹ 1000/- per AC) per year.

The period of contract is valid from 1<sup>st</sup> March 2018 to 28<sup>th</sup> February 2019.

Yours faithfully,

  
**Dr. Arpita Mukerji**  
Teacher- in- Charge  
Teacher-in-Charge  
Scottish Church College  
Kolkata-700 006

  
Nanda Gopal Sur

  
Principal  
Scottish Church College  
Kolkata

Date - 13-9-17

Comparison of AC maintenance

Split AC

Sl. No.	Date	Company	Amount(Rs.)	Remarks
1	05-09-2017	Nanda Gopal Sur	2800.00	With parts except plastic parts aluminum coil, dismantling and re installation and remote
			1200.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- 2 dry and 1 wet service will provide in a year.	
2	01-08-2017	Tempreture Control	3500.00	With parts except plastic parts , PCB , compressor .
			2000.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- 3 dry and 1 wet service will provide in a year.	
3		Global Refregerator Company	2800.00	With parts except dismantling and re installation, body damage, paint job, plastic item and man made or broken
			1250.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- 3 services will provide in a year.	

Window AC

Sl. No.	Date	Company	Amount(Rs.)	Remarks
1	05-09-2017	Nanda Gopal Sur	1800.00	With parts except plastic parts aluminum coil and remote
			1000.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- dry and 1 wet service will provide in a year.	
2	01-08-2017	Tempreture Control	1600.00 3000.00	With parts except plastic parts , PCB , compressor .
			5000.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- 2 dry and 1 wet service will provide in a year.	
3		Global Refregerator Company	2800.00	With parts except dismantling and re installation, body damage, paint job, plastic item and man made or broken
			1250.00	Without parts
			<b>MAINTENANCE COVERS:</b> 1- Labour / service charge. 2- 2 dry and 1 wet service will provide in a year.	

# Nanda Gopal Sur

ALL TYPES OF : AIR-CONDITIONS, FREEZE, WATER COOLERS SERVICING, REPAIRING & INSTALLATION

1, SHYAMPUKUR LANE, KOLKATA - 700 004 ( NEAR TOWN SCHOOL )

Date: 06/09/2018

Ref. No.....

To. Scottish Church College  
Kolkata - 700 006

SUB: Maintenance Contract of Air Conditions.

Dear Sir,

At the outset, we thank you for giving us an opportunity to quote for the maintenance contracts for the Air conditions installed at college.

- Rate of one window machine per year : 1800/-
- Rate of one split machine per year : 2800/-
- Maintenance covers the following:
  - 1) Labour/Service charges.
  - 2) Gas changes.
  - 3) All functional parts.
  - 4) Two dry service and one wet service will provided in one year.

\* \* plastic parts and Aluminium of outdoors coil and remote are not including within A.M.C

\* \* The annual fee for Maintenance Service is payable in advance and no part of the same shall be refunded in any circumstances.

\* \* The owners of the machine will provide and maintain the electrical installation outside of the machine and contractor will not be responsible for any damage due to defect in the same.

P. T. O

*K. K. Sur*  
Principal  
Scottish Church College  
Kolkata

# Nanda Gopal Sur

ALL TYPES OF : AIR-CONDITIONS, FREEZE, WATER COOLERS SERVICING, REPAIRING & INSTALLATION

1, SHYAMPUKUR LANE, KOLKATA - 700 004 ( NEAR TOWN SCHOOL )

Ref. No.....

Date.....

\*\* The owner of the machine will have to give to the contractor prompt written intimation of any change of location of the unit and also get the new installation approved by him. The contractor will assume no responsibility of service in case of intimation of change of location is not given to him.

\*\*\* The contractor undertakes to service and maintain the machines in good running condition during the one year period.

Thanking you and assuring you the best of our services at all time.

Nandagopal Sur.  
.....  
Signature 01/9/17

*Blunking*  
Principal  
Scottish Church College  
Kolkata

# Nanda Gopal Sur

ALL TYPES OF : AIR-CONDITIONS, FREEZE, WATER COOLERS SERVICING, REPAIRING & INSTALLATION

1, SHYAMPUR LANE, KOLKATA - 700 004 ( NEAR TOWN SCHOOL )

Ref. No.....

Date. 05/09/2017

To  
The principle,  
Scott's church college,  
Kolkata - 700006

SUB: Maintenance Contract of Air Conditioners  
(Ordinary Maintenance)

- Rate of one window machine per year: 1000/- ✓
- Rate of one split machine per year: 1200/-
- Maintenance covers the following -
  - 1) Only for changes of labours and servicing
  - 2) Two dry service and one wet service will give in one year

Thanking you and assuring you the best of our services at all time.

21/9/17

21/9/17

Nandagopal Sur,  
Signature 21/9/17

Principal  
Scottish Church College  
Kolkata



Mobile : 9830421789, 9830386358

# TEMPRETURE CONTROL

Office : 4/1, Amiya Hazra Lane, Kol-700 016 3rd floor  
Work Shop : 9, Rajendra Mullick Street, Kol-700 007

Excelece in :- Airconditioner, Refrigerator, Deep Frige  
Washing Machine, Bottle Cooler etc, Repairing and Hire &  
Specialist in all kinds of Room Aricondition Installation

Ref. No \_\_\_\_\_

Quotation

Date 1-8-2017

To  
The Teacher in-Charge  
Scottish Church College  
Through Sanotas Secretary

Asper verbal discussion with you. We are submitting our quotation  
as noted below. for Annual service & Maintenance of Air Conditioner

## Description

- |  | Rate :-       |
|--|---------------|
| ① Window Air Conditioner<br>1 ton 1/2 ton & 2 ton<br>Without parts | @ - 1600 = 00 |
| ② Split Air Conditioner<br>1 ton 1/2 ton & 2 ton<br>Without parts  | @ - 2000 = 00 |

## Terms & Condition

- ① 1 Wet Service  
3 Dry Service
- ② All parts to be chargeable
- ③ No plastic item change if broken.
- ④ Split air conditioner wet service if blow down  
the A.C. Gas charge will be Extra 12 hundred Rupees.
- ⑤ Payment full in Advance  
All complain attend in 24 hours

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata

Thanking you  
Yours faithfully  
Temperature Control  
*K. Mukherjee*



Mobile : 9830421789, 9830386358

# TEMPRETURE CONTROL

Office : 4/1, Amiya Hazra Lane, Kol-700 016 3rd floor  
Work Shop : 9, Rajendra Mullick Street, Kol-700 007

Exceelence in :- Airconditioner, Refrigerator, Deep Frige  
Washing Machine, Bottle Cooler etc, Repairing and Hire &  
Specialist in all kinds of Room Aricondition Installation

Ref. No. Quotation

Date 1.8.2014

To  
The Teacher in charge  
Scottish Church College.  
Through Senatus Secretary.

As per verbal discussion with you. We are submitting our  
Quotation as noted below. for Annual Servicing & Maintenance  
of Airconditioner

### Description

- ① Window Air Conditioner  
1ton 1/2ton & 2ton  
with spare parts @ - 3000 = 00
- ② Split Air Conditioner  
1ton 1/2ton & 2ton  
with spare parts @ 3000 = 00

### Terms & Condition

- ① 1 Mos. Wet Service  
3 Mos. Dry Service
- ② No Plastic item change if broken
- ③ No P.C.B. circuit board
- ④ Payment full in Advance

Atkinson  
Principal  
Scottish Church College  
Kolkata

NTB : Only MOTOR, spare parts & Gas  
NO Compressor in Annual Contract  
All complain attend within 24 hours

Yours faithfully  
Temperature Control

Thanking you

Atkinson

# GLOBAL REFRIGERATION COMPANY

Regt:-953, B. N. Roy Road, Monirampur, Barrackpore, Kolkata-700120  
Mob- 9748157161/9062728203. Email- [globalrefrigeration1315@gmail.com](mailto:globalrefrigeration1315@gmail.com)

Principal,  
SCOTTISH CHURCH COLLEGE,  
Kolkata-700006, West Bengal.

## Sub: Annual maintenance contract for AC.

Sir,  
In reference to your verbal enquiry against annual maintenance contract; we assure that you appreciate need of regular preventive maintenance for your air conditioner to run at optimum efficiency. Taking into view your requirements we worked out a friendly annual maintenance plan for your air conditioner at a very reasonable rate given below.

TYPE	CAPACITY/ MODEL	RATE / UNIT	CONTRACT TYPE
SPLIT/WINDOW AC	1, 1.5 & 2 Ton	Rs.2,800.00	COMPREHENSIVE
SPLIT/WINDOW AC	1, 1.5 & 2 Ton	Rs.1,250.00	NON COMPREHENSIVE

## TERMS & CONDITION:

All inclusive maintenance contracts cover all, except body damage, paint job, plastic item & any man made or broken.

Any break down call will be attended free of cost within 24 working hour.

Each machine will be serviced on quarterly basis (3 times in a year.)

All machines should be in running condition before signing the contract.

All rates are yearly basis.

50% payment will have to be made in advance before signing the contract.

Any sifting (dismantling & re installation) charges would be extra on actual.

These prices are considered only for bulk quantity basic.

  
Principal  
Scottish Church College  
Kolkata

Date of Issue:

Date of Expire:

Thanking you and assuring you of our best service at all times.  
I agree to the annual maintenance plan proposed by you and opt for all-inclusive for a period of one year.

## YOUR ACKNOWLEDGEMENT

Yours Faithfully  
For GLOBAL REFRIGERATION COMPANY.



# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

**REF: SCC/TIC/AMC**

30<sup>th</sup> October, 2017

**Bioprism Systems  
8, Kaipukur Lane  
Shibpur, Howrah -711102**

**Sub: Annual Maintenance Contract against Biometric Machines (3 in number)**

Sir,

As per your proposal dated 23.08.2017, you are required to provide us with the service under the terms and conditions mentioned against the payment of Rs.35,400/ (inclusive of all taxes).

The period of contract is valid from April, 2017 to March, 2018.

Thanking you,

*A. Mukerji*  
**Dr. A. Mukerji**

**Teacher -in-Charge**

*Recd  
6.11.17*

*A. Mukerji*  
Principal  
Scottish Church College  
Kolkata



Shyamol\_Kumar Mondal

Village – Ekabbarpur  
Post Office – Jujarsaha  
District – Howrah  
Police Station – Jagathballavpur  
Pin – 711302

Date- 25-7-2017

To  
The Teacher In Charge  
Scottish Church College,  
1 & 3 Urquhart Suaqre  
Kolkata – 700 006

Re: Proposal of regular services for Electrical Maintenance at Scottish Church  
College including Play Ground from August , 2017 to July, 2018

Madam,

I would like to submit my offer for the regular services for electrical maintenance  
at you college including play ground.

Regular electrical services & maintenance charge @ Rs.12930/ per month.

Terms and condition:

- 1- Payment to be made month wise.
- 2- Applicable TDS may be recovered.
- 3- Conveyance reimbursement for Rs. 500/ per month.

Yours faithfully

Shyamol Kumar Mondal.

M. M. Mondal  
28/7/2017

K. K. Mondal  
28/7/17

129

K. K. Mondal  
Principal  
Scottish Church College  
Kolkata



Scottish Church College

Minutes of the Meeting (No. 4-18-19) of the Finance Sub Committee held on 06.09.2018 at 1 30 pm in the office of the Principal.

Members present :

1. Dr. Arpita Mukerji, Principal
2. Dr. S. K. Mukhuty, Secretary
3. Dr. Supratim Das, Vice Principal
4. Dr. Mausumi Manna, Bursar
5. Dr. Madhumanjari Mandal, Senatus Secretary
6. Dr. Indrani Kar, IQAC Coordinator
7. Mr Subir Chakrabarti, Finance Officer(invitee)

Opening Prayer : by Dr. Mukhuty

Confirmation of minutes of meeting of 18.07.2018 : Read by Bursar & was confirmed.

Adoption of Agenda :

1. **Projector** : Quotation to be invited through Senatus Secretary, to be paid from College fund. To be used by Economics(Room 5) and other departments also.
2. **Airfare for Rusa visit to Delhi by Prof. M M Mandal** : Approved.
- ✓3. **Monthly Conveyance to electrician**: Increased from Rs500/ to 1000/-.
4. **Monthly remuneration to lady instructor of Gymnasium** : Increased from Rs2000/ to Rs4000/-.

Business arising :

1. **AC Machine** : AC Machines for the College staffroom and also for the College Main office would be purchased during winter to get off-season discount.
2. **Post of Driver-cum-peon(contractual Group D)** : Letter for prior permission shall be written to the Govt as per Govt provision for the post.

*K Mukerji*  
Principal  
Scottish Church College  
Kolkata



REF: SCC/PR/AMC/160412/02

OFFICE OF THE PRINCIPAL  
Ph:033 2350 3862 Ext. 101

12<sup>th</sup> April 2016

Techno Digitech Inc.  
124 Arobinda Sarani  
Room No. 17  
Kolkata- 700006

**Subject: Annual Maintenance of Panasonic EPBX**

Dear Sir,

As per your proposal dated 13.03.2016, you are required to provide us with the service under the terms and conditions mentioned in the proposal. The period of contract is valid from 01.04.2016 up to 31.03.2017

Thanking you.

(Dr. Amit Abraham)  
Principal

Principal  
Scottish Church College  
Kolkata - 700 006

Recd.  
T. Am. 12-04-2016

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 : 9830277165.

Name & Address of Client	Customer code	Agreement No.
SCOTTISH CHURCH COLLEGE INSTALLATION AT 1A3 VRAHART Sarani KOLKATA - 700006	TNS/TA/10	TDI/AMC. 10/16-17

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 charge of PANASONIC EPABX of configuration 8NO. PRTLINE 24 No. of Analog Extn. 4 NO. of Digital Extn. Including 2 No. of DIGITAL PHONE	one	15000
Out Location Charges : NIL			
Rupees	FORTY FIVE THOUSAND ONLY.	Total Amount	Rs. 15000
Agreement Period	From 01-04-2016 — 31-03-2017		

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 <i>U. Manoj</i> Authorised Signature	Signed on behalf of TDI  Authorised Signature
Name : Designation : Date :	Name : TAPAS KUMAR DAS Date : 13-03-2016
Official Stamp  17-04-2016	For TECHNO DIGITECH INC. 

*Manoj*  
 Principal  
 Scottish Church College  
 Kolkata



REF : SCC/TIC/AMC

11<sup>th</sup> April 2017

Techno Digitec Inc.  
124, Arobinda Sarani, Room no - 17  
Kolkata - 700 006

Sub: Annual Maintenance of Panasonic EPBX Machine

Dear Sir,

As per your proposal dated 02-03-2017, you are required to provide us with the service under the terms and conditions mentioned in the proposal. The period of contract is valid from 01-04-2017 up to 31-03-2018.

Thanking you

*A. Mukerji*  
A. Mukerji  
Teacher - In - Charge

*Received  
on dated 09-05-2017  
Taru*

*A. Mukerji*  
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 : 9830277165,

Name & Address of Client	Customer code	Agreement No.
SCOTTISH CHURCH COLLEGE INSTALLATION AT 123 VRAVHART Sarani Kol - 70006	T22/73	TDI/AMC. 73/2017

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 charges of 10000 INR of which 8 No. of PDL line & 2 No. of Analogy Extn. & 4 No. of DIGITAL Extn. Including 2 No. of DIGITAL 7 No. of	one	15000
Out Location Charges :			
Rupees	FIFTEEN THOUSAND ONLY	Total Amount	Rs. 15000/-
Agreement Period	From 01-09-2017 → 31-03-2018		

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
M. M. S. 30/3/17 Authorised Signature	[Signature] Authorised Signature
Name : Designation : Date :	Name : TAJIB KUMAR DAS Date : 03-03-2017
Official Stamp	For TECHNO DIGITECH INC. [Signature]

  
 Principal  
 Scottish Church College  
 Kolkata

**TECHNO DIGITECH INC.**  
**COMMUNICATION SYSTEMS DEPARTMENT**  
**MAINTAINANCE AGREEMENT**

PHONE:2545-2765  
 MOBILE:9830277165

124, ARABINDO SARANI, ROOM NO.-17, KOLKATA-6

Name & Address of Client	Customer Code	Agreement No.
INSTALLATION AT SCOTISH CHURCH COLLEGE 123 VRQVHART STREET KOL-700006	TDI  71	TDI/AMC. 71/2018

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 MAINTAINANCE CONTRACT CHARGES OF PANASONIC EPABX OF 8 NO OF P&T LINE. 24 NO OF ANALOG EXTENTON 4 NO OF DIGITAL EXTENTION INCLUDING 2 NO OF DIGITAL PHONE	ONE	15000
2	ADD GST 18%		2700
Out Location Charges : NIL			
Rupees SEVENTEEN THOUSAND & SEVEN HUNDRED ONLY TOTAL AMOUNT		Rs.17700 ✓	
Agreement Period	From 01-04-2018 TO 31-03-2019		

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: 27-02-2018
Official Stamp	<i>Tapas Kumar Das</i> For TECHNO DIGITECH INC.

*Approved  
AD  
13-4-18*

*H. Chakraborty*  
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 : 9830277165,

Name & Address of Client	Customer code	Agreement No.
SCOTTISH CHURCH COLLEGE INSTALLATION AT KOLKATA	TD2/00/17	TDI/AMC. 10/2019

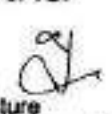
Client hereby orders TDI maintenance service and TDI agrees to provide such service on the following equipments as per terms and conditions indicated herein.

Sl. No.	Product, Make & Specification	Quantity	Maintenance Charges
(1)	Annual Maintenance Contract of Perimeter EPOXY with spares.	one	1500
	17.1.01 ST	-	2700

Out location Charges :

Rupees	Total Amount	Rs. 17700
Agreement Period	From 01-04-2019 to 31-03-2020	

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 : <i>Travis</i> Date : 16-06-2019
Official Stamp	For <b>TECHNO DIGITECH INC.</b>

*16/6/19*

*K. K. K.*  
Principal  
Scottish Church College  
Kolkata

# TECHNO DIGITECH INC.

COMMUNICATION SYSTEMS DEPARTMENT  
**MAINTENANCE AGREEMENT**  
 124, Arobinda Sarani, Room No.-17, Kolkata-8

Phone : 2554-9941, 2555-0260  
 Mobile : 9830277165.

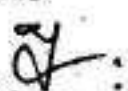
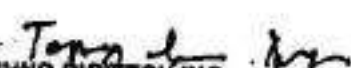
Name & Address of Client	Customer code	Agreement No.
INSTALLATION AT <b>SCOTTISH CHURCH COLLEGE KOLKATA</b>	<b>TDB/TD</b>	<b>TDI/AMC. 22/2020</b>

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 1 PXT and 40 Extn.  INCLDING G.S.T. 18%.	one	20000
Out Location Charges :			
Rupees	<b>TWENTY THOUSAND ONLY.</b>	Total Amount	Rs. 20000/-
Agreement Period	From <b>01-04-2020</b> → <b>31-03-2021</b>		

*Approved by 22/2/2020*

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  Authorised Signature  Name : Designation : Date :	Signed on behalf of TDI   Authorised Signature  Name : <b>TAPAN KUMAR DAS</b> Date : <b>28-06-2020</b>
Official Stamp	 For <b>TECHNO DIGITECH INC.</b>

*K. K. Das*  
 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  
VAT No. 19382868055, CST No. 19382868249

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

Date: 23.9.13

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

Respected Sir,

As per ISI rule, the fire Extinguisher should be refill every after 1 (one) year. In that rule, the Fire Extinguisher which is install in your College should be refill.

### The estimated cost of refilling.

ABC Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.600/- Each.
ABC Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.900/- Each.
DCP Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.700/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1200/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.5500/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.600/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	10 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	45 pcs.
No. of DCP Type Fire Extinguisher of 5 Kg. =	3 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	30 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	4 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	3 pcs.

Contd....P/2

Approved in IMC.  
They were advised to give  
a revised quotation. They  
have agreed to our proposed rate.  
M. Manna  
20.11.13

H. Mukherjee  
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

VAT No. 19382868055, CST No. 19382868249

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. = 600x10	= Rs.6000/-
Cost of ABC Type Fire Extinguisher of 5 Kg. = 900x45	= Rs.40,500/-
Cost of DCP Type Fire Extinguisher of 5 Kg. = 700x3	= Rs.2100/-
Cost of DCP Type Fire Extinguisher of 10 Kg. = 1200x30	= Rs.36,000/-
Cost of DCP Type Fire Extinguisher of 50 Kg. = 5500x4	= Rs.22,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. = 600x3	= Rs.1,800/-

Cost of All Fire Extinguisher = 6000 + 40,500 + 2100 + 36000 + 22000 + 1800  
= Rs.108400.00

VAT - 14.5% = Rs.15718.00

Total Cost = Rs.1,08,400.00 + Rs.15,718.00  
= Rs.1,24,118.00

Discount : 7% = Rs.8689.00

Gr. Total Cost = Rs.1,15,000.00 (Rupees One lakh Fifteen Thousand only)

(Round off)

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

Thanking you,

Yours truly

*Jayanta Kumar Ghosh*

For Safety First (Kol.)

*Approved in MC*  
*H. Hanna*  
*20.11.13*  
Secretary, The Board  
Scottish Church College

*Approved*  
*Offr*  
*20/11/13*

*Blankin*  
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  
VAT No. 19382868055, CST No. 19382868249

Date : 08.12.2014

To  
The Rector,  
Scottish Chandra College  
1 & 3 Urquharst Square  
Kolkata - 700 006

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

Respected Sir,

As per ISI rule, the fire Extinguisher should be refill every after 1 (one) year. In that rule, the Fire Extinguisher which is install in your College should be refill because it's AMP (Annual Maintenance period) is over.

#### The estimated cost of refilling.

ABC Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.650/- Each.
ABC Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.950/- Each.
ABC Type Fire Extinguisher Capacity of 6 kgs. ISI Mark -	Rs.1000/- Each.
DCP Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.750/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1300/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.6000/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.650/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	12 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	34 pcs.
No. of ABC Type Fire Extinguisher of 6 Kg. =	4 pcs.
No. of DCP Type Fire Extinguisher of 5 Kg. =	3 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	21 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	3 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	3 pcs.

*H. Chandra*  
Principal  
Scottish Church College  
Kolkata

Contd....P/2

# **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  
VAT No. 19382868055, CST No. 19382868249

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	650x12	= Rs.7800/-
Cost of ABC Type Fire Extinguisher of 5 Kg. =	950x34	= Rs.32,300/-
Cost of ABC Type Fire Extinguisher of 6 Kg. =	1000x4	= Rs.4,000/-
Cost of DCP Type Fire Extinguisher of 5 Kg. =	750x3	= Rs.2,250/-
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1300x21	= Rs.27,300/-
Cost of DCP Type Fire Extinguisher of 50 Kg. =	6000x3	= Rs.18,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	650x3	= Rs.1,950/-

Cost of All Fire Extinguisher = 7800 + 32,300 + 4000 + 2250 + 27300 + 18000 + 1950  
= Rs.93,600.00

VAT - 14.5% = Rs.13,572.00

Total Cost = Rs.93,600.00 + Rs.13,572.00  
= Rs.1,07,172.00

Less : (-) = Rs. 7,172.00

Gr. Total Cost = Rs.1,00,000.00 (Rupees One lakh 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.)

Quotation Received for 80 nos. Fire extinguishers.  
S. Bhattacharyya

K. Ilanna  
5-1-15

Approved  
06/01/15

K. Ilanna  
Principal  
Scottish Church College  
Kolkata





## FIRE PROTECTION PEOPLE

Br. Off. : 52B, ADHAR CHANDRA DAS LANE, ULTADANGA, KOLKATA - 87  
H.O. : WP-501-D, SHIV MARKET, ASHOK VIHAR, DELHI - 52  
VAT No. 19382868055. CST No. 19382868249

To

Date : 28.01.2016

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

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

Respected Sir,

As per ISI rule, the fire Extinguisher should be refill every after 1 (one) year. In that rule, the Fire Extinguisher which is install in your College should be refill because it's AMP (Annual Maintenance period) is over!

**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.1050/- Each.
DCP Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.800/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1400/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.6500/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.700/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	12 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	45 pcs.
No. of ABC Type Fire Extinguisher of 6 Kg. =	4 pcs.
No. of DCP Type Fire Extinguisher of 5 Kg. =	3 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	30 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	4 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	3 pcs.

Contd....P/2

  
Principal  
Scottish Church College  
Kolkata



**FIRE PROTECTION PEOPLE**

Br. Off. : 52B, ADHAR CHANDRA DAS LANE, ULTADANGA, KOLKATA - 67  
H.O. : WP-501-D, SHIV MARKET, ASHOK VIHAR, DELHI - 52  
VAT No. 19382868055, CST No. 19382868249

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	700x12	= Rs.8400/-
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000x45	= Rs.45,000/-
Cost of ABC Type Fire Extinguisher of 6 Kg. =	1050x4	= Rs.4,200/-
Cost of DCP Type Fire Extinguisher of 5 Kg. =	800x3	= Rs.2,400/-
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1400x30	= Rs.42,000/-
Cost of DCP Type Fire Extinguisher of 50 Kg. =	6500x4	= Rs.26,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	700x3	= Rs.2,100/-

Cost of All Fire Extinguisher = 8400 + 45,000 + 4200 + 2400 + 42000 + 26000 + 2100  
= Rs.1,30,100.00

VAT - 14.5% = Rs.18,864.50

Total Cost = Rs.1,30,100.00 + Rs.18,864.50

= Rs.1,48,964.50

Less : (-) = Rs. 12,964.50

Gr. Total Cost = Rs.1,36,000.00 (Rupees One lakh Thirty Six Thousand only)

*→ state has terminated within 5%*

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.)

Quotation received

S. Bhattacharyya.

9.2.16

*Handwritten signature and date 10/2/16*

*To be approved  
M. Mauna  
10.2.16.*

*Klubrip*  
Principal  
Scottish Church College  
Kolkata

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext. 105  
email: tic@scottishchurch.ac.in

REF : SCC/TIC/AMC

11<sup>th</sup> April 2017

Safety First (Kol)  
52, Adhar Chandra Das Lane , Ultadanga  
Kolkata -700 067

Sub: Annual Maintenance of Fire Extinguisher

Dear Sir,

As per your proposal dated 02-03-2017, you are required to provide us with the service under the terms and conditions mentioned in the proposal . The period of contract is valid from 01-04-2017 up to 31-03-2018.

Thanking you

*A. Mukerji*  
A. Mukerji  
Teacher - In - Charge

*Recd. needs  
Jyoti Prakash Ghosh  
20/4/17.*

*A. Mukerji*  
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  
VAT No. 19382868055, CST No. 19382868249

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

Date : 02.03.2017

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

Respected Sir,

As per ISI rule, the fire Extinguisher should be refill every after 1 (one) year. In that rule, the Fire Extinguisher which is install in your College should be refill because it's AMP (Annual Maintenance period) is over.

#### 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.1050/- Each.
DCP Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.800/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1400/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.6500/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.700/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	12 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	45 pcs.
No. of ABC Type Fire Extinguisher of 6 Kg. =	4 pcs.
No. of DCP Type Fire Extinguisher of 5 Kg. =	3 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	30 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	4 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	3 pcs.

*H. Mukherjee*  
Principal  
Scottish Church College  
Kolkata

Contd....P/2

# 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  
VAT No 19382868055, CST No. 19382868249

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg.	= 700x12	= Rs.8400/-
Cost of ABC Type Fire Extinguisher of 5 Kg.	= 1000x45	= Rs.45,000/-
Cost of ABC Type Fire Extinguisher of 6 Kg.	= 1050x4	= Rs.4,200/-
Cost of DCP Type Fire Extinguisher of 5 Kg.	= 800x3	= Rs.2,400/-
Cost of DCP Type Fire Extinguisher of 10 Kg.	= 1400x30	= Rs.42,000/-
Cost of DCP Type Fire Extinguisher of 50 Kg.	= 6500x4	= Rs.26,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg.	= 700x3	= Rs.2,100/-

Cost of All Fire Extinguisher = 8400 + 45,000 + 4200 + 2400 + 42000 + 26000 + 2100  
= Rs.1,30,100.00

VAT - 14.5% = Rs.18,864.50

Total Cost = Rs.1,30,100.00 + Rs.18,864.50  
= Rs.1,48,964.50

Less : (-) = Rs. 8,964.50

Gr. Total Cost = Rs.1,40,000.00 (Rupees One lakh Forty Thousand 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.)

M. N. S.  
30/3/17

KH  
30/3/17

H. Mukherjee  
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

VAT No. 19382868055, CST No. 19382868249

### Fire Extinguisher where to be install :

Dept.	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
Chemistry (UG+PG)	3 pcs.	6 pcs.	--	--	6 pcs.	1 pc.	2 pcs.	
Physics	2 pcs.	1 pc.	--	--	1 pc.	--	--	
Botany (UG+PG)	--	3 pcs.	--	2 pcs.	2 pcs.	--	1 pc.	
Zoology	4 pcs.	4 pcs.	--	--	--	--	--	
Library	--	6 pcs.	--	1 pc.	--	--	--	
PG office	--	--	--	--	1 pc.	--	--	
Maths	1 pc.	--	--	--	1 pc.	--	--	
B.Ed	--	1 pc.	--	--	2 pcs.	--	--	
B.B.A.	--	2 pcs.	4 pcs.	--	--	--	--	
Micro-Bio	2 pcs.	2 pcs.	--	--	1 pc.	--	--	
Com.Science	--	1 pc.	--	--	2 pcs.	--	--	
Main loby covering P.O., VPO Bursar, Staff room	--	4 pcs.	--	--	4 pcs.	--	--	
Assembly Hall	--	3 pcs.	--	--	3 pcs.	1 pc.	--	
Seminer 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	12 pcs.	45 pcs.	4 pcs.	3 pcs.	30 pcs.	4 pcs.	3 pcs.	

Total : 12+45+4+3+30+4+3 = 101 pcs.

*K. Mukherjee*  
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  
VAT No. 19382868055, CST No. 19382868249

Date : 26.02.2018

To  
The Teacher-in-Charge  
Scottish Church College  
1 & 3 Urquharst Square  
Kolkata - 700 006

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

Respected Madam,

As per ISI rule, the fire Extinguisher should be refill every after 1 (one) year. In that rule, the Fire Extinguisher which is install in your College should be refill.

#### 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.1050/- Each.
DCP Type Fire Extinguisher Capacity of 5 kgs. ISI Mark -	Rs.800/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1400/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.6500/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.700/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	12 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	45 pcs.
No. of ABC Type Fire Extinguisher of 6 Kg. =	4 pcs.
No. of DCP Type Fire Extinguisher of 5 Kg. =	3 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	30 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	4 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	3 pcs.

Contd....P/2

*K. Mukherjee*  
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  
VAT No. 19382868055, CST No. 19382868249

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	700x12	= Rs.8,400/-
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000x45	= Rs.45,000/-
Cost of ABC Type Fire Extinguisher of 6 Kg. =	1050x4	= Rs.4,200/-
Cost of DCP Type Fire Extinguisher of 5 Kg. =	800x3	= Rs.2,400/-
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1400x30	= Rs.42,000/-
Cost of DCP Type Fire Extinguisher of 50 Kg. =	6500x4	= Rs.26,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	700x3	= Rs.2,100/-

Cost of All Fire Extinguisher = 8400 + 45000 + 4200 + 2400 + 42000 + 26000 + 2100  
= Rs.1,30,100.00

GST - 18% = Rs.23,418.00

Total Cost = Rs.1,30,100.00 + Rs.23,418.00

= Rs.1,53,518.00

Less (-) = Rs.8,518.00

Gr. Total Cost = Rs.1,45,000.00 (Rupees One lakh Forty Five Thousand 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.)

Approved.  
KJ  
13.4.18.  
Teacher-in-Charge  
Scottish Church College  
Kolkata-700 006

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

To

Date : 13.04.2019

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

### **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.1050/- Each.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1400/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.6500/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	02 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	11 pcs.
No. of ABC Type Fire Extinguisher of 6 Kg. =	04 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	08 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	01 pcs.
Cost of ABC Type Fire Extinguisher of 2 Kg. = 700/-x2	= Rs.1400/-
Cost of ABC Type Fire Extinguisher of 5 Kg. = 1000/-x11	= Rs.11,000/-
Cost of ABC Type Fire Extinguisher of 6 Kg. = 1050/-x4	= Rs.4,200/-
Cost of DCP Type Fire Extinguisher of 10 Kg. = 1400/-x8	= Rs.11,200/-
Cost of DCP Type Fire Extinguisher of 50 Kg. = 6500/-x1	= Rs.6,500/-

*K. Chandra*  
Principal  
Scottish Church College  
Kolkata

Contd...P/2

# **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

:: 2 ::

**Cost of All Fire Extinguisher = 1400 + 11,000 + 4,200 + 11,200 + 6,500**

**= Rs.34,300.00**

**GST - 18% = Rs. 6,174.00**

**Total Cost = Rs.34,300.00 + Rs.6,174.00**

**= Rs.40,474.00**

**Gr. Total Cost = Rs.40,474.00 (Rupees Forty Thousand Four Hundred Seventy Four 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**

**For Safety First (Kol.)**

24/6/19

*K. Mukherjee*  
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 :**

Dept.	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	H.O.D. Signature
L.Ed	--	1 pc.	--	--	2 kg.	--	--	
B.B.A.	--	2 pcs.	4 pcs.	--	--	--	--	
Micro-Bio	2 pcs.	2 pcs.	--	--	1 pc.	--	--	
Com.Science	--	1 pc.	--	--	2 pcs.	--	--	
M.L.Bhowmick Auditorium	--	3 pcs.	--	--	3 pcs.	1 pc.	--	
Canteen	--	2 pcs.	--	--	--	--	--	
<b>Total</b>	2 pcs.	11 pcs.	4 pcs.	--	8 pcs.	1 pc.	--	

**Gr. Total : 2+11+4+8+1 = 26 pcs.**

*K. K. K.*  
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

To

Date : 10.02.2020

The Principal,

Scottish Church College

1 & 3 Urquharst Square

Kolkata - 700 006

Sub. : Quotation for Fire Extinguisher (Refill). [Only for Chemistry Dept.]

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.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark -	Rs.1500/- Each.
Co <sub>2</sub> Type Fire Extinguisher Capacity of 2 kgs. ISI Mark -	Rs.750/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark -	Rs.7000/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	03 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	06 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	06 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	02 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	01 pc.
Cost of ABC Type Fire Extinguisher of 2 Kg. =	700/-x 3 = Rs.2,100/-
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000/-x 6 = Rs.6,000/-
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1500/-x 6 = Rs.9,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	750/-x 2 = Rs.1,500/-
Cost of DCP Type Fire Extinguisher of 50 Kg. =	7000/-x1 = Rs.7,000/-

Contd...P/2

*K. K. Dasgupta*  
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 P&N NO.::: AOTPG7467C

Cost of All Fire Extinguisher = 2,100 + 6,000 + 9,000 + 1,500 + 7000  
= Rs.25,600.00

GST - 18% = Rs. 4,608.00

Total Cost = Rs.25,600.00 + Rs.4,608.00

Gr. Total Cost = Rs.30,208.00

(Rupees Thirty Thousand Two Hundred 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.)

*Approved  
by  
12.2.2020.*

*Shankar*  
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

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

Date : 27.01.2021

**Sub. : Quotation for Fire Extinguisher (Refill) for Chemistry Dept.**

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.
DCP Type Fire Extinguisher Capacity of 10 kgs. ISI Mark –	Rs.1500/- Each.
Co2 Type Fire Extinguisher Capacity of 2 kgs. ISI Mark –	Rs.750/- Each.
DCP Type Fire Extinguisher Capacity of 50 kgs. ISI Mark –	Rs.7000/- Each.
No. of ABC Type Fire Extinguisher of 2 Kg. =	03 pcs.
No. of ABC Type Fire Extinguisher of 5 Kg. =	06 pcs.
No. of DCP Type Fire Extinguisher of 10 Kg. =	06 pcs.
No. of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	02 pcs.
No. of DCP Type Fire Extinguisher of 50 Kg. =	01 pc.

Contd....P/2  
*K. Chatterjee*  
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

Date : 27.01.2021

:: 2 ::

Cost of ABC Type Fire Extinguisher of 2 Kg. =	700x3	= Rs.2,100/-
Cost of ABC Type Fire Extinguisher of 5 Kg. =	1000x6	= Rs.6,000/-
Cost of DCP Type Fire Extinguisher of 10 Kg. =	1500x6	= Rs.9,000/-
Cost of Co <sub>2</sub> Type Fire Extinguisher of 2 Kg. =	750x2	= Rs.1500/-
Cost of DCP Type Fire Extinguisher of 50 Kg. =	7000x1	= Rs.7,000/-

Cost of All Fire Extinguisher = 2,100 + 6,000 + 9,000 + 1,500 + 7,000  
= Rs.25,600.00

GST - 18% = Rs.4,608.00

Total Cost

= Rs.30,208.00

Approved  
xxx  
3/2/21

(Rupees Thirty Thousand Two Hundred 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.)

*Principal*  
Principal  
Scottish Church College  
Kolkata

AMC

**KIRLOSKAR OIL ENGINES LIMITED**  
A Kirloskar Group Company



CUSTOMER DETAILS		GST	DATE
CUSTOMER NAME	SCOTTISH CHURCH COLLEGE		
BILLING ADDRESS	3 NO URQUHART SQUARE, BISHAN SARANI, HEDUA, KOLKATA-700006		
SITE ADDRESS	3 NO URQUHART SQUARE, BISHAN SARANI, HEDUA, KOLKATA-700006		
CONTACT PERSON	MR. BHATTACHRYA		
CONTACT NO	877613925	MAIL-ID:	scottish.ca@gmail.com
DG/ENGINE DETAILS & PROPOSAL DETAILS			
PROPOSAL NO	TS/KB/2021/64	PROSAL TYPE	KOEL BANDHAN NEW PULSE ID 100315472
DG/ENGINE MAKE	KIRLOSKAR	MODEL	4K1080TA GZ ENGINE SL. NO 4H.7906/1820873 KVA RATING 125 ✓
KOEL BANDHAN PERIOD	As per payment	TO	As per payment NO OF VISIT YEARLY 4 VISITS FREQUENCY QUARTERLY

**SUB: NON-COMPREHENSIVE KOEL BANDHAN PROPOSAL FOR UPPER MENTION DG SET**

Dear Sir,

As the authorized Service & Parts Dealer of Kirloskar Oil Engines Ltd, Pune for the entire range of Medium Engines used in Power Generation & Industrial Applications, we take pleasure in offering our proposal of KOEL BANDHAN with effect upper mention period. We render services through a team of qualified and factory trained experienced Engineers thereby assuring you of quality service at reasonable rates. We also stock large quantity of spares to meet your urgent needs and ensure minimum downtime in the event of any breakdown. In order to ensure round the year preventive maintenance contract at a nominal rate. Under this contract, we provide following services.

**Bandhan :**

For KOEL, CARE is important. Care for our customers. Care for you. That's why, KOEL CARE reaches you wherever you are - through a service network spanning over 400 locations, across India. You are assured of best service from KOEL-trained engineers and super performance of genuine KOEL CARE spare parts and consumables at competitive prices.

With this commitment to CARE, we introduce our cost-efficient and unique service offering, Bandhan - an annual service package specifically designed for KOEL Green Genset customers.

**Salient Features of Bandhan :**

- Reliable network: 400+ service locations, 6000 + KOEL CARE -trained engineers
- Purchase directly from KOEL CARE at published price. Services through KOEL CARE authorized channels.
- Affordable and genuine KOEL CARE spare parts.
- Flexible preventive maintenance plan to suit the running pattern of your Genset.
- Peace of mind against emergency requirements, in addition to preventive maintenance as per schedule.
- 24x7 single point of contact help desk
- Pro-active management of service schedules through Centralized Customer Relationship Management System

**Scope of Bandhan :**

- Three tenure packages: 1 Year, 3 Years and 5 Years
- Applicable for entire range of KOEL Green Gensets.
- Unlimited Breakdown complaints, includes Labour Charges for all major and minor repairs , including overhauls
- Preventive maintenance visits are recommended as per Genset running pattern below:

(PAGE :01)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Kirloskar Oil Engines Ltd., Laxmanrao Kirloskar Road, Khadi, Pune - 411003  
24X7 KOEL Helpdesk Number - 8806334433  
CN:129120PN2009PLC133351

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



CUSTOMER DETAILS		GST	DATE				
CUSTOMER NAME	SCOTTISH CHURCH COLLEGE						
BILLING ADDRESS	BIDHAN SARANI, HEDUA, KOLKATA-700006						
SITE ADDRESS	BIDHAN SARANI, HEDUA, KOLKATA-700006						
CONTACT PERSON	MR. BHATTACHRYA						
CONTACT NO	8777613925	MAIL-ID:	scottish.ca@gmail.com				
DG/ENGINE DETAILS & PROPOSAL DETAILS							
PROPOSAL NO	TS/RB/2021/64	PROSAL TYPE	KOEL BANDHAN	NEW	PULSE ID	100315472	
DG/ENGINE MAKE	KIRLOSKAR	MODEL	4K1000TA G2	ENGINE SL. NO	4H.7906/1820873	KVA RATING	125
KOEL BANDHAN PERIOD	01/10/2020	TO	30/09/2025	NO OF VISIT	YEARLY 4 VISITS	FREQUENCY	QUARTERLY

**SUB: NON-COMPREHENSIVE KOEL BANDHAN PROPOSAL FOR UPPER MENTION DG SET**

Dear Sir,

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- Three tenure packages: 1 Year, 3 Years and 5 Years
- Applicable for entire range of KOEL Green Gensets.
- Unlimited Breakdown complaints, includes Labour Charges for all major and minor repairs, including overhauls
- Preventive maintenance visits are recommended as per Genset running pattern below:

(PAGE:01)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Running Hours in a year	No. of preventive Maintenance visits per year **
500 Hrs. and Below	4
500 Hrs. to 1000 Hrs	6
1000 Hrs. and Above	12

\*\* Customer may choose more number of preventive maintenance visits based on the criticality of the application and power dependability on Genset, irrespective of the running pattern.

### Bandhan Scope and Condition :

- Bandhan is a Unique Customised Service Package from KOELCARE for KOEL Green Genset Users.
- Available intenuere of 1 year — 3 years — 5 years of agreement period.
- Available based on Genset usage shared by customer during purchase.
  - \* For Genset running below 500 hrs — customer can go with 4 Preventive Maintenance visits.
  - \* For Genset running between 500 hrs to 1000 hrs — customer can go with 6 Preventive Maintenance visits.
  - \* For Genset running above 1000 hrs — customer can go with 12 Preventive Maintenance visits.

It is labour agreement between Kirloskar Oil Engines Limited (KOEL) and Customer where customer is required to pay labour charges directly to KOEL at start of agreement and then after No Extra Charges for visit require of KOEL CARE service person for maintenance or break down visits.

Service Execution through KOEL Authorised Service and Spare Dealership Network.

Supported by KOEL CARE 24 X 7 Single Point contact helpdesk, 400+ Authorised Service Locations, 6000+ KOEL Trained Service Engineers, Centralised Customer Relationship Management System.

### USPs :

- No extra labour charges for Top and Major Failure.
- Flexible no of PM visits selection based on usage pattern of Genset.

### Bandhan Includes:

- Labour Charges for Preventive Maintenance as per schedule of DG running selected by customer during purchase.
- Labour Charges for All Breakdown Complaints whenever reported by customer.
- Labour Charges for Major and Minor repairs including overhauls.

### Excludes :

- Cost of consumables and spare parts require for preventive or breakdown visits. Customer to purchase require consumables and spare parts from nearest KOEL CARE authorised service network whenever require to keep Genset healthy.
- Charges of external agencies if require for any external job works like FIP — Starter — Charging alternator repairing. AC Alternator repairing. Machining required for any part of Genset, etc. However KOEL Service Person labour charges are part of Inclusion for said jobs (customer is not required to pay for same).

- Service to AMF Panel & Synchronisation Panel not belonging to KOEL.
- To and fro charges of material handling.
- Shifting of Genset, Crane charges or additional external labour if require for handling of any parts of Genset during any repairing or maintenance.
- Any damage due to fire, natural disasters or theft.
- Rental Charges of backup power require in case of any major failure.

### Payment mode available :

- Net Banking, Credit Card, Debit Card
- NEFT / RTGS
- Cheque - customer can deposit in KOEL's Bank account directly or can submit cheque to nearest KOEL CARE authorized service dealer.
- KOEL's Banker : YES Bank Ltd
- KOEL's Bank account details are available in Online Portal against each quotation ref no which customer is required to cross check before final payment.

(PAGE: 02)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Kirloskar Oil Engines Ltd., Laxmanrao Kirloskar Road, Khedki, Pune - 411008  
24X7 KOEL Helpdesk Number - 8806334433  
CIN: L2912DPN2009PLC133351

*K. Subramanian*  
Principal  
Scottish Church College  
Kolkata

How to Avail Bandhan directly with KOEL :

- Visit [www.koelcare.com/Bandhan/Calculator](http://www.koelcare.com/Bandhan/Calculator) or contact KOEL Helpdesk 8806334433.
- Select a location of your Genset, KVA rating, service package based on running hours and desired tenure
- Provide Engine Sr. No. and get quotation via email.
- Complete KYC details and go ahead with online purchase with payment to Kirloskar Oil Engines Limited.
  - Mode of payment available - Net Banking, Credit Card, Debit Card, NEFT/RTGS or By Cheque.

**TENTATIVE KOEL BANDHAN 4 VISIT AMOUNT DETAILS FOR PROPOSAL MENTION DG SET:**

KOEL BANDHAN VALUE DETAILS						
KOEL BANDHAN Basic Rate / DG	SAC CODE	Qty	Taxable Value	SGST- @ 9 % (9% OF B.V)	CGST- @ 9 % (9% OF B.V)	Total Value
34,000.00	9987	1.00	34,000.00	3,060.00	3,060.00	40,120.00
Round Off (+/-) :						0.00
Total Amount (Payable) :						40,120.00

Above mentioned KOEL BANDHAN charges are excluding of Fuel, Control Panel & Power Cable of Generating Set.

**PAYMENT TERMS:**

- Payment to be made in the name of Kirloskar Oil Engines Limited.
- **100%** Payment to be made in **advance** during purchase of Bandhan service package for the selected service tenure.

*H. Shukla*  
24/8/2020

**TAX:**

SGST@9%, CGST@9% - as mentioned in the Proposal. Validity of the proposal 60 day's from submission.

**Price Variation (Spare Parts) :**

Any upward revision in price by Manufacturer between the Date of Proposal and Date of Execution of shall be to your account.

We assure you of our best services at all time. Kindly sign and return copy of this letter along with cheque / DD for taking necessary action at our end.

Thanks & Regards

*Goutam Saha*

GOUTAM SAHA  
AMC EXECUTIVE  
TECHNOCON SERVICE  
KIRLOSKAR OIL ENGINES LTD.  
Mob: +91-9674739588  
Mail-id:-

Thanks & Regards

PAPPU SHAW  
AMC EXECUTIVE COORDINATOR  
TECHNOCON SERVICE  
KIRLOSKAR OIL ENGINES LTD.  
Mob: +91-8017144444  
pappu.shaw@technoconservices.com

Contract read, Understood & accepted

(Page: 03)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Kirloskar Oil Engines Ltd., Laxmanrao Kirloskar Road, Khadki, Pune - 411003  
24X7 KOEL Helpdesk Number - 8806334433  
CIN: L29120PN2009PLC133351

*H. Shukla*  
Principal  
Scottish Church College  
Kolkata

67

KOEL BANDHAN VALUE DETAILS:

KVA RATING	1 Yearly						3-YEARS						5-YEARS								
	NO OF VISIT	BASIC RATE	SGST-9%	CGST-9%	TOTAL	NO OF VISIT	BASIC RATE	SGST-9%	CGST-9%	TOTAL	NO OF VISIT	BASIC RATE	SGST-9%	CGST-9%	TOTAL	NO OF VISIT	BASIC RATE	SGST-9%	CGST-9%	TOTAL	
5KVA TO 35KVA	4	7300	657	657	8614	6	9000	810	810	10620	12	14000	1260	1260	16520	12	14000	1260	1260	16520	
40KVA TO 82.5KVA	4	8800	792	792	10384	6	11000	990	990	12980	12	16500	1485	1485	19470	12	16500	1485	1485	19470	
100KVA TO 160KVA	4	12300	1107	1107	14514	6	14300	1287	1287	18074	12	19000	1710	1710	22420	12	19000	1710	1710	22420	
180KVA TO 250KVA	4	14300	1287	1287	16874	6	16500	1485	1485	19470	12	21000	1890	1890	24780	12	21000	1890	1890	24780	
320KVA TO 625KVA	4	18500	1665	1665	21830	6	21500	2115	2115	27730	12	31000	2790	2790	36500	12	31000	2790	2790	36500	
750 KVA & ABOVE	4	20400	1836	1836	24072	6	25900	2331	2331	30562	12	33000	2970	2970	38940	12	33000	2970	2970	38940	
3-YEARS																					
5KVA TO 35KVA	4	20000	1800	1800	23600	6	23700	2133	2133	27966	12	33500	3015	3015	39530	12	33500	3015	3015	39530	
40KVA TO 82.5KVA	4	22000	1980	1980	25960	6	27000	2430	2430	31860	12	36500	3285	3285	43070	12	36500	3285	3285	43070	
100KVA TO 160KVA	4	26400	2376	2376	31152	6	32000	2880	2880	37760	12	42500	3825	3825	50150	12	42500	3825	3825	50150	
180KVA TO 250KVA	4	33000	2970	2970	38940	6	38500	3465	3465	45430	12	46500	4185	4185	54870	12	46500	4185	4185	54870	
320KVA TO 625KVA	4	40500	3645	3645	47790	6	51500	4635	4635	60770	12	66000	5940	5940	77880	12	66000	5940	5940	77880	
750 KVA & ABOVE	4	44500	4005	4005	52510	6	56500	5085	5085	66670	12	72600	6534	6534	85668	12	72600	6534	6534	85668	
5-YEARS																					
5KVA TO 35KVA	4	27200	2448	2448	32096	6	33800	3042	3042	39884	12	46500	4185	4185	54870	12	46500	4185	4185	54870	
40KVA TO 82.5KVA	4	31500	2835	2835	37120	6	37900	3330	3330	43660	12	49500	4455	4455	58410	12	49500	4455	4455	58410	
100KVA TO 160KVA	4	34000	3060	3060	40120	6	46500	4185	4185	54870	12	59000	5310	5310	69620	12	59000	5310	5310	69620	
180KVA TO 250KVA	4	39500	3564	3564	46728	6	50600	4554	4554	59708	12	69000	6210	6210	81420	12	69000	6210	6210	81420	
320KVA TO 625KVA	4	55000	4950	4950	64900	6	71500	6435	6435	84370	12	92000	8280	8280	108560	12	92000	8280	8280	108560	
750 KVA & ABOVE	4	60500	5445	5445	71390	6	78500	7065	7065	92630	12	100000	9000	9000	118000	12	100000	9000	9000	118000	

  
 Principal  
 Scottish Church College  
 Kolkata



Date: 24/Oct/20

To,

Scottish Church College

Bidhan Sarani, Hedua, Kolkata, West Bengal - 700006

Kind Attn: Mr. Bhattacharya

Dear Sir,

It gives us immense pleasure to welcome you to **KOEL BANDHAN** family.

We thank you for choosing **KOEL BANDHAN** and giving us the opportunity to take care of your **KOEL Green** asset. It is our privilege to serve you. We shall ensure that you always avail the best of our services through our 5 promises:

- Proactiveness
- Speed - Response & Restoration
- First Time Right
- One Stop Solution
- Complete Service Ownership

Kindly take a record of the following:

- Engine Serial Number
- Instance ID
- Invoice Number
- Start date of contract
- End date of contract



For any assistance, you can always contact our 24x7 helpdesk @ **8806334433** or Email us on [koel.helpdesk@kirloskar.com](mailto:koel.helpdesk@kirloskar.com)

**Note:** Please mention your Genset Instance ID/ Engine Serial Number as mentioned above while contacting our 24x7 Helpdesk to track your genset easily and serve you better.

We once again thank you very much for choosing **KOEL BANDHAN** and assure you of our best services always.

Regards,

**Abhaya Naik**  
(Head - Customer Support)

Enclosure : Scope, Inclusion and Exclusion of **KOEL Bandhan Service Package**.

*K. Khuntia*  
Principal  
Scottish Church College  
Kolkata

### Bandhan Scope and Conditions

- Bandhan is a Unique Customised Service Package from KOEL CARE for KOEL Green Genset Users.
- Available in tenure of 1 year – 3 years – 5 years of agreement period.
- Available based on Genset usage shared by customer during purchase.
  - For Genset running below 500 hrs – customer can go with 4 Preventive Maintenance visits.
  - For Genset running between 500 hrs to 1000 hrs – customer can go with 6 Preventive Maintenance visits.
  - For Genset running above 1000 hrs – customer can go with 12 Preventive Maintenance visits.
- It is labour agreement between Kirloskar Oil Engines Limited (KOEL) and Customer where customer is required to pay labour charges directly to KOEL at start of agreement and then after No Extra Charges for visit require of KOEL CARE service person for maintenance or break down visits.
- Service Execution through KOEL Authorised Service and Spare Dealership Network.
- Supported by KOEL CARE 24 X 7 Single Point contact helpdesk, 400+ Authorised Service Locations, 6000+ KOEL Trained Service Engineers, Centralised Customer Relationship Management System.

#### USPs :

- No extra labour charges for Top and Major Failure.
- Flexible no of PM visits selection based on usage pattern of Genset.

#### Bandhan Includes :

- Labour Charges for Preventive Maintenance as per schedule as per number selected by customer during purchase.
- Labour Charges for All breakdown Complaints whenever require by customer.
- Labour Charges for Major Breakdown Complaints.

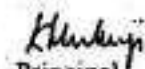
#### Excludes :

- Cost of consumables and spare parts require for preventive or breakdown visits. Customer to purchase require consumables and spare parts from nearest KOEL CARE authorised service network whenever require to keep Genset healthy.
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- Service to AMF Panel & Synchronisation Panel not belonging to KOEL.
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- Any damage due to fire, natural disasters or theft.
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Abhaya Nalk

(Head – Customer Support)



Principal  
Scottish Church College  
Kolkata



AME

KIRLOSKAR OIL ENGINES LIMITED  
A Kirloskar Group Company



CUSTOMER DETAILS		GST	DATE				
CUSTOMER NAME	SCOTTISH CHURCH COLLEGE			28/08/2020			
BILLING ADDRESS	Premises: BIDHAN SARANI, HEDUA, KOLKATA-700006			05/10/20			
SITE ADDRESS	BIDHAN SARANI, HEDUA, KOLKATA-700006						
CONTACT PERSON	MR. BHATTACHRYA						
CONTACT NO	8777613925	MAIL-ID:	scottish_col@gmail.com				
DG/ENGINE DETAILS & PROPOSAL DETAILS							
PROPOSAL NO	TS/KB/2021/95	PROSAL TYPE	KOEL BANDHAN	NEW	PULSE ID	7797223	
DG/ENGINE MAKE	KIRLOSKAR	MODEL	4K10B0TA G2	ENGINE SL-NO	4EL6001/1300571	KVA RATING	125
KOEL BANDHAN PERIOD	01/10/2020	TO	30/09/2025	NO OF VISIT	YEARLY 4 VISITS	FREQUENCY	QUARTERLY

**SUB: NON-COMPREHENSIVE KOEL BANDHAN PROPOSAL FOR UPPER MENTION DG SET**

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- Purchase directly from KOEL CARE at published price. Services through KOEL CARE authorized channels.
- Affordable and genuine KOEL CARE spare parts.
- Flexible preventive maintenance plan to suit the running pattern of your Genset.
- Peace of mind against emergency requirements, in addition to preventive maintenance as per schedule.
- 24x7 single point of contact help desk
- Pro-active management of service schedules through Centralized Customer Relationship Management System

**Scope of Bandhan :**

- Three tenure packages: 1 Year, 3 Years and 5 Years
- Applicable for entire range of KOEL Green Gensets.
- Unlimited Breakdown complaints, includes Labour Charges for all major and minor repairs, including overhauls
- Preventive maintenance visits are recommended as per Genset running pattern below:

(PAGE:01)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Kirloskar Oil Engines Ltd., Laxmanrao Kirloskar Road, Kiyadki, Pune - 411003  
24X7 KOEL Helpdesk Number - 8806334433  
CN:L29120PN2009PL133351

*Atcharya*  
Principal  
Scottish Church College  
Kolkata



Running Hours in a year	No. of preventive Maintenance visits per year **
500 Hrs. and Below	4
500 Hrs. to 1000 Hrs	6
1000 Hrs. and Above	12

\*\* Customer may choose more number of preventive maintenance visits based on the criticality of the application and power dependability on Genset, irrespective of the running pattern.

### Bandhan Scope and Condition :

- Bandhan is a Unique Customised Service Package from KOELCARE for KOEL Green Genset Users.
- Available intencure of 1 year — 3 years — 5 years of agreement period.
- Available based on Genset usage shared by customer during purchase.
  - \* For Genset running below 500 hrs — customer can go with 4 Preventive Maintenance visits.
  - \* For Genset running between 500 hrs to 1000 hrs — customer can go with 6 Preventive Maintenance visits.
  - \* For Genset running above 1000 hrs — customer can go with 12 Preventive Maintenance visits.

It is labour agreement between Kirloskar Oil Engines Limited (KOEL) and Customer where customer is required to pay labour charges directly to KOEL at start of agreement and then after No Extra Charges for visit require of KOEL CARE service person for maintenance or break down visits.

Service Execution through KOEL Authorised Service and Spare Dealership Network.

Supported by KOEL CARE 24 X 7 Single Point contact helpdesk, 400+ Authorised Service Locations, 6000+ KOEL Trained Service Engineers, Centralised Customer Relationship Management System.

### USPs :

- No extra labour charges for Top and Major Failure.
- Flexible no of PM visits selection based on usage pattern of Genset.

### Bandhan Includes:

- Labour Charges for Preventive Maintenance as per schedule of DG running selected by customer during purchase.
- Labour Charges for All Breakdown Complaints whenever reported by customer.
- Labour Charges for Major and Minor repairs including overhauls.

### Excludes :

- Cost of consumables and spare parts require for preventive or breakdown visits. Customer to purchase require consumables and spare parts from nearest KOEL CARE authorised service network whenever require to keep Genset healthy.
- Charges of external agencies if require for any external job works like FIP — Starter — Charging alternator repairing, AC Alternator repairing, Machining required for any part of Genset, etc. However KOEL Service Person labour charges are part of Inclusion for said jobs (customer is not required to pay for same).

- Service to AMP Panel & Synchronisation Panel not belonging to KOEL.
- To and fro charges of material handling.
- Shifting of Genset, Crane charges or additional external labour if require for handling of any parts of Genset during any repairing or maintenance.
- Any damage due to fire, natural disasters or theft.
- Rental Charges of backup power require in case of any major failure.

### Payment mode available :

- Net Banking, Credit Card, Debit Card
- NEFT / RTGS
- Cheque - customer can deposit in KOEL's Bank account directly or can submit cheque to nearest KOEL CARE authorized service dealer.
- KOEL's Banker : YES Bank Ltd
- KOEL's Bank account details are available in Online Portal against each quotation ref no which customer is required to cross check before final payment.

(PAGE: 02)

**This is a computer generated Proposal Copy and no need to requires to be signed.**

Kirloskar Oil Engines Ltd., Laxmanrao Kirloskar Road, Khadi, Pune - 411003

24X7 KOEL Helpdesk Number - 8806334433

CIN:L29120PN2009PLC133361

MOB NO - 9674739588

*H. K. Chakraborty*  
Principal  
Scottish Church College  
Kolkata

How to Avail Bandhan directly with KOEL :

- Visit [www.koelcare.com/Bandhan/Calculator](http://www.koelcare.com/Bandhan/Calculator) or contact KOEL Helpdesk 8806334433.
- Select a location of your Genset, KVA rating, service package based on running hours and desired tenure
- Provide Engine Sr. No. and get quotation via email
- Complete KYC details and go ahead with online purchase with payment to Kirloskar Oil Engines Limited.
  - Mode of payment available - Net Banking, Credit Card, Debit Card, NEFT/RTGS or By Cheque.

**TENTATIVE KOEL BANDHAN 4 VISIT AMOUNT DETAILS FOR PROPOSAL MENTION DG SET:**

KOEL BANDHAN VALUE DETAILS						
KOEL BANDHAN Basic Rate / DG	SAC CODE	Qty	Taxable Value	SGST- @ 9 % (9% OF B.V)	CGST- @ 9 % (9% OF B.V)	Total Value
34,000.00	9987	1.00	34,000.00	3,060.00	3,060.00	40,120.00
Round Off (+/-) :						0.00
Total Amount (Payable) :						40,120.00

Above mentioned KOEL BANDHAN charges are excluding of Fuel Control Panel & Power Cable of Generating Set.

**PAYMENT TERMS:**

- Payment to be made in the name of Kirloskar Oil Engines Limited.
- **100%** Payment to be made in advance during purchase of Bandhan service package for the selected service tenure.

Approved  
YMS  
5/10/2020

**TAX:**

SGST@9% , CGST@9% - as mentioned in the Proposal. Validity of the proposal 60 day's from submission.

**Price Variation (Spare Parts) :**

Any upward revision in price by Manufacturer between the Date of Proposal and Date of Execution of shall be to your account.

We assure you of our best services at all time. Kindly sign and return copy of this letter along with cheque / DD for taking necessary action at our end.

Thanks & Regards

Thanks & Regards

*Goutam Saha*  
GOUTAM SAHA  
AMC EXECUTIVE  
TECHNOCON SERVICE  
KIRLOSKAR OIL ENGINES LTD.  
Mob: +91-9674739588  
Mail-Id:-

PAPPU SHAW  
AMC EXECUTIVE COORDINATOR  
TECHNOCON SERVICE  
KIRLOSKAR OIL ENGINES LTD.  
Mob: +91-8017144444  
pappu.shaw@technoconservices.com

Contract read. Understood & accepted

*G. Saha - 28@yahoo.com* (Page: 03)

**This is a computer generated Proposal Copy and no need to requires to be signed.**



sibnath bhattacharyya &lt;sibnath07@gmail.com&gt;

**KOEL CARE Payment Details Received**

1 message

Bandhan &lt;KOELCARE.bandhan@kirkoskar.com&gt;

To: sibnath07@gmail.com

Cc: KOELCARE.Bandhan@kirkoskar.com

Mon, Dec 28, 2020

**KOEL  
CARE**
**PREVENTION IS BETTER  
THAN CURE**
**Payment Successful**

Hello MR. SHEBNATH BHATTACHRYA,

Thank you for payment made against Quotation Ref No QR31203202. Subject to clearance of payment by bank, our team will be in touch with you for final invoice and further assistance. If you have any query, please contact our helpdesk 8806334433 with quotation reference no QR31203202.

**Payment Details**
Type of Payment Mode : **Cheque**Your Transaction Ref. No. : **849424**

Please find below, the summary of payment details as below :

Name of Company : **SCOTTISH CHURCH COLLEGE**Email Id Provided : **sibnath07@gmail.com**Mobile No : **8777813925**

Product	Product Price	COST charges	SGST charges	IGST charges	CESS charges	SB charges	Quantity
100 to 180	34000.00	3960.00	3060.00	0.00	0.00	0.00	1

Total Rs.40120.00

Thank you  
KOEL CARE TeamDear Customer, This is system generated email based on your enquiry on our online portal, please don't reply to this mail. If any assistance is required for further process, please contact this mail to [Bandhan.Helpdesk@kirkoskar.com](mailto:Bandhan.Helpdesk@kirkoskar.com) or call us on 8806334433. Please quote your online quotation reference no to track your record and response.

KOEL CARE © 2018 PRIVACY POLICY


  
Principal  
Scottish Church College  
Kolkata

# KIRLOSKAR OIL ENGINES LIMITED

A Kirloskar Group Company



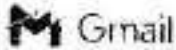
Enriching Lives

<b>KIRLOSKAR OIL ENGINES LIMITED</b> A Kirloskar Group Company Flat No. 8A And 8B ,8th Floor, Poonam Bldg., Russel Street, Kolkatta - 700071  Regd. Office: 13, Laxmanrao Kirloskar Road, Khadki, Pune - 411003			<b>PROFORMA INVOICE</b>		Proforma Invoice No.: QR31203202 Date : 28-12-2020		
<b>COMMISSIONARATE : PUNE</b> <b>GSTIN : 19AADCK5714H1ZH</b> <b>CIN : L29120PN2009PLC133351</b>							
<b>Billing to Customer :</b>  <b>Name : SCOTTISH CHURCH COLLEGE</b> <b>Billing Address : 3, URQUHART SQUARE, KOLKATA - 700006</b>  <b>GSTIN :</b>  <b>State/Country : WEST BENGAL, India</b>			<b>Shipping / Genset Location :</b>  <b>Name : SCOTTISH CHURCH COLLEGE</b> <b>Genset Location Address : 3, URQUHART SQUARE, KOLKATA- 700006</b>  <b>State/Country : WEST BENGAL, India</b>				
Sr No	SAC Code	Description of Goods/Service	UOM	Qty.	Rate (Per Item)	% of Advance	Advance Amount
1	998719	Bandhan Service Package for 100 to 160 KVA and Avg DG running Below 500 hours per annum for period of 5 year for ESN: 4H.6001/1300571	No.	1	INR 40,120 /-	100 %	INR 40,120 /-
<b>Total</b>							<b>INR 40,120 /-</b>
<b>Total Invoice Value (In figure)</b>			<b>INR 40,120 /-</b>				
<b>Total Invoice Value (In Words)</b>			<b>Forty Thousand One Hundred and Twenty only.</b>				
<b>Remark:</b> <ul style="list-style-type: none"><li>• Validity is max 15 days from date of issue.</li><li>• Taxes will be charged as applicable as on date of payment release by customer.</li><li>• As per scope enclosed with quotation taken by customer.</li><li>• Payment terms 100% advanced.</li></ul>				<b>For KIRLOSKAR OIL ENGINES LTD.</b>  (Authorised representative)			

*Handwritten Signature*  
Principal  
Scottish Church College  
Kolkata

Regd. Office: Laxmanrao Kirloskar Road, Khadki, Pune - 411 003, INDIA. Tel.: +91 (20) 2581 0341, 2581 5341.  
CIN:L29120PN2009PLC133351

This is system-generated pro-forma invoice based on the details submitted by the customer in Online Portal.



sibnath.bhattacharyya &lt;sibnath07@gmail.com&gt;

## Proforma Invoice for QR31203202

1 message

Bandhan <KOELCARE.bandhan@kircokar.com>  
 To: sibnath07@gmail.com  
 Cc: KOELCARE.Bandhan@kircokar.com, pappu.ahlaw@wchiroconservices.com

Mon

PREVENTION IS BETTER  
 THAN CUR

## Quotation Information

Hello MR. SHIBNATH BHATTACHRYA,

Thank you for generating proforma invoice at KOEL CARE for Bandhan Services. Please see the information below :

## Quotation details

Quotation Reference No. : QR31203202

Total Price : ₹ 40120 /- (including GST / IGST charges)

Genset KVA : 100 to 150

No. of minimum Preventive Maintenance Visits required per year : Below 500

No. of Years : 1

Engine No. : 4H6001/1300571 [Provides No. 1]

## Customer details

Company Name : SCOTTISH CHURCH COLLEGE

Contact Person Name : MR. SHIBNATH BHATTACHRYA

Email Id : sibnath07@gmail.com

Mobile : 9777613025

## Login details

Quotation Reference Number/User Name : QR31203202

Password : TEC@1234

Please click on Login to purchase Bandhan &  
 User Name and Password is as above !

Login

*Shibnath*  
 Principal  
 Scottish Church College  
 Kolkata

Dear Customer, This is system generated email based on your enquiry on our online portal. Please don't reply to this mail. If any assistance is required for further process, please copy this mail to Bandhan.Helpdesk@kircokar.com or call us on 0606334433. Please quote your online quotation reference no to track your record and response.


**Cheque Payment Option selected for Quotation No. QR31203202**

1 message

Bandhan <KOELCARE.Bandhan@kirkoskar.com>  
 To: sibnath07@gmail.com  
 Cc: KOELCARE.Bandhan@kirkoskar.com

Mon,

**PREVENTION IS BETTER  
 THAN CUR**
**Cheque Payment Option**

Hello MR. SHIBHATH BHATTACHRYA,

You have selected Cheque as the payment option against Quotation Ref No. QR31203202. Please update your Cheque details, after submitting the cheque in our bank account or to Service Dealer.

To update your cheque details, you are required to log in again by using your login id and password.

**KOEL's Bank details for Cheque Payment option**

Name on the cheque to be issued:	Kirkoskar Oil Engines LTD
Name of bank where cheque is to be deposited:	HDFC Bank Ltd
Bank Account No :	KOELBANDH
Account Type :	CMS
Bank/Branch address :	Deep Bungalow Chowk Branch Pune
Amount of Cheque is required :	48126.00

**Login Details**

Use your login details as,

Login ID :	QR31203202
Password :	TEC@1234

After submission of payment through cheque, Please update your payment details by clicking [here](#) >>

Dear Customer, This is system generated email based on your enquiry on our online portal, please don't reply to this mail. If any assistance is required for further process, please contact this mail to [Bandhan.Helpdesk@kirkoskar.com](mailto:Bandhan.Helpdesk@kirkoskar.com) or call us on 8806334433. Please quote your online quotation reference no to track your record and response.

KOEL CARE © 2018 PRIVACY POLICY

*Sibnath*  
 Principal  
 Scottish Church College  
 Kolkata

**LATIKA ELECTRIC CONCERN**Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Refe. No: LEC/1026/19-20

Date: 13/03/2019

To  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Squre,  
Bidhan Sarani,  
Kolkata- 700006.

**Sub:- Pray for the Quotation of Annual maintenance service contract for running of krilaskoir D.G engine Alternator 125 KVA 415 volt 174 Amps 1500 RPM.**

Respected Sir,

Seeing an acting contractor under your kind control I would like to request you to kindly grant and/or Sanction the below mentioned preys of my firm "Latika Electric Concern" of 120/1/1, A.P.C. Road, Kolkata- 700 -009 for the renewal of the annual maintenances contract, at you campus,

Particulars	Unit	Rate	Amount	Contract Period.
125 KVA generator Annual maintenance charges for.	1 (One)	Rs. 11,700/- Yearly.	11,700/-	01/04/2019 to 31/03/2020

**Terms and conditions**

- 1) Payment-advance on account as per quotation.
- 2) Service- minimum monthly attendance for service of the machine - 6 times yearly and During breakdown immediate service will be arranged.

Hope you kindly confirm our renewal of the contract as prayed for and for such act shall be obliged.

Thanking you,

Yours faithfully,  
FOR LATIKA ELECTRIC CONCERN

For LATIKA ELECTRIC CONCERN  
*Sunil Kumar Mondal*  
Proprietor

Received  
*S. Bhattacharya*  
14-3-19

Approved  
*K. K. Choudhury*  
25.4.19.

*K. K. Choudhury*  
Principal  
Scottish Church College  
Kolkata

E-mail= latikaelectricconcern@gmail.com DIAL : 2350-3453

**LATIKA ELECTRIC CONCERN**  
Specialist In : Refrigerator, Air Condition, Plaster,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Refe. No: LEC/980/18-19

Date: 05/03/2018

To,  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Squre.  
Bidhan Sarani,  
Kolkata-700006.

Sub:- Renewal of Annual Maintenance service contract for running of Jakson Cummings  
Alterantor Sl. No. CJ 0350223, 100 Kw. 08 P.F. 125 KVA415 Volt 174 Amps 1500 RPM.

Sir,

With due respect we state that we are interested for the maintenance jobs for the renewal for the further period 1.04.2018 to 31.03.2019 and in this connection we state that due to hire in market for labour charges, materials costs and other incidental char we solicit your consideration for the revised of our rates as indicated herein below:-

<u>Sl.Particular</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
Annual maintenance charges for Cummings Alternator 125 KVA From 01.04.2018 to 31.03.2019	1 (One)	Rs. 12,000/- Yearly	Rs.12,000/-

Term and Conditions:-

1. Payment-Advance on account as per quotation.
2. Service- Minimum monthly attendance for service of the machine be 6 times Yearly & during breakdown immediate service will be arranged.

Hope you kindly pass order for the the renewal of the contract as prayed for.

Thanking you,

Yours faithfully,

FOR LATIKA ELECTRIC CONCERN  
For LATIKA ELECTRIC CONCERN

*Sunil Kumar Mondal*  
Proprietor

*Approved  
by  
13.4.18.*

*Hinkari*  
Principal  
Scottish Church College  
Kolkata



9874164231/9143715148

DIAL : 2350-3453

## LATIKA ELECTRIC CONCERN

Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Ref. No: LEC/979/18-19

Date: 05/03/2018

To  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Square,  
Bidhan Sarani,  
Kolkata- 700006.

Sub:- Pray for the Quotation of Annual maintenance service contract for running of krlaskoir D.G engine Alternator 125 KVA 415 volt 174 Amps 1500 RPM.

Respected Sir,

Seeing an acting contractor under your kind control I would like to request you to kindly grant and/or Sanction the below mentioned preys of my firm "Latika Electric Concern" of 120/1/1, A.P.C. Road, Kolkata- 700 -009 for the renewal of the annual maintenances contract, at you campus,

Particulars	Unit	Rate	Amount	Contract Period.
125 KVA generator Annual maintenance charges for.	1 (One)	Rs. 9,000/- Yearly.	9,000/-	01/04/2018 to 31/03/2019

### Terms and conditions

- 1) Payment- advance on account as per quotation.
- 2) Service- minimum monthly attendance for service of the machine – 6 times yearly and During breakdown immediate service will be arranged.

Hope you kindly confirm our renewal of the contract as prayed for and for such act shall be obliged.

Thanking you,

Yours faithfully,

FOR LATIKA ELECTRIC CONCERN  
For LATIKA ELECTRIC CONCERN

*Sunil Kumar Mondal*  
Proprietor

*Approved  
KH  
13-4-18*

*Principal*  
Principal  
Scottish Church College  
Kolkata

9874164231/9143715148

DIAL : 2350-3453

## LATIKA ELECTRIC CONCERN

Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Refe. No: LEC/935/17-18

Date: 10/04/17

To  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Squre,  
Bidhan Sarani,  
Kolkata- 700006.

Sub:-Pray for the Quotation of Annual maintenance service contract for running of krilaskoir D.G engine Alternator 125 KVA 415 volt 174 Amps1500 RPM.

Respected Sir,

Seeing an acting contractor under your kind control I would like to request you to kindly grant and/orSanction the below mentioned preys of my firm "Latika Electric Concern" of 120/1/1, A.P.C. Road, Kolkata- 700 -009 for the renewal of the annual maintenances contract,at you campus,

Particulars	Unit	Rate	Amount	Contract Period.
125 KVA generator Annual maintenance charges for.	1 (One)	Rs. 9,000/- Yearly.	9,000/-	01/04/2017 to 31/03/2018

### Terms and conditions

- 1) Payment- advance on account as per quotation.
- 2) Service- minimum monthly attendance for service of the machine – 6 times yearly and During breakdown immediate service will be arranged.

Hope you kindly confirm our renewal of the contract as prayed for and for such act shall be obliged.

Thanking you,

Yours faithfully,  
FOR LATIKA ELECTRIC CONCERN  
For LATIKA ELECTRIC CONCERN:

*Sunil Kumar Mondal*

Proprietor

*dead year (2016-17)  
it was 9000/-  
if 3% increase  
then the amount will be 9240/-  
is allowed  
per decision of MC, 27/4/17.*

*Approved  
K. K. Mondal  
28.4.17.*

*K. K. Mondal*  
Principal  
Scottish Church College  
Kolkata

E-mail= latikaelectricconcern@gmail.com DIAL : 2350-3453

**LATIKA ELECTRIC CONCERN**  
Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Refe. No: LEC/936/17-18

Date:11/04/2017

To,  
The Principal,  
Scottish Church College,  
1 & 3, UrquartSqure.  
BichanSarani,  
Kolkata-700006.

Sub:- Renewal of Annual Maintenance service contract for running of JaksonCommings  
Alterantor SI. No. CJ 0350223,100 Kw, 08 P.F. 125 KVA415 Volt 174  
Amps 1500 RPM From 1.06.2016 to 31.03.2017

Sir,  
With due respect we state that we are interested for the maintenance jobs for the renewal for the further period 1.04.2017 to 31.03.2018 and in this connection we state that due to hire in market for labour charges, materials costs and other incidental char we solicit your consideration for the revised of our rates as indicated herein below:-

<u>SI.Particular</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
Annual maintenance charges for Cumming's Alternator 125 KVA From 01.04.2017 to 31.03.2018	1 (One)	Rs. 12,000/- Yearly	Rs.12,000/-

Term and Conditions:-

1. Payment-Advance on account as per quotation.
2. Service- Minimum monthly attendance for service of the machine be 6 times Yearly & during breakdown immediate service will be arranged.

Hope you kindly pass order for the the renewal of the contract as prayed for.

Thanking you,

Yours faithfully,  
FOR LATIKA ELECTRIC CONCERN  
For LATIKA ELECTRIC CONCERN

*Sunil Kumar Mondal*  
Proprietor

*K. K. Mondal*  
Principal  
Scottish Church College  
Kolkata

*Last year (2016-17) was 11,000/-  
Now in 3% this amount  
Rs. 11,330/- (As per  
order of IAC, 27/4/17)*  
*Approved  
K. K. Mondal  
28/4/17*

**LATIKA ELECTRIC CONCERN**Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

E-mail= latikaelectricconcern@gmail.com DIAL : 2350-3453

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700009

Refs. No: LEC/887A/16-17

Date:10/05/2015

To,  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Square,  
Bidhan Sarani,  
Kolkata-700006.

Sub:- Renewal of Annual Maintenance service contract for running of Jakson Cummings  
Alternator Sl. No. CJ 0350223, 100 Kw, 08 P.F. 125 KVA 415 Volt 174  
Amps 1500 RPM From 1.06.2016 to 31.03.2017

Sir,

With due respect we state that we are interested for the maintenance jobs for the renewal for the further period 1.06.2016 to 31.03.2017 and in this connection we state that due to hire in market for labour charges, materials costs and other incidental charges we solicit your consideration for the revised of our rates as indicated herein below:-

<u>Sl. Particular</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
Annual maintenance charges for Cummings Alternator 125 KVA From 01.06.2016 to 31.03.2017	1 (One)	Rs. 11,000/- Yearly	Rs.11,000/-

Term and Conditions:-

1. Payment-Advance on account as per quotation.
2. Service- Minimum monthly attendance for service of the machine be 6 times Yearly & during breakdown immediate service will be arranged.

Hope you kindly pass order for the the renewal of the contract as prayed for.

Thanking you,

Yours faithfully,

FOR LATIKA ELECTRIC CONCERN  
For LATIKA ELECTRIC CONCERN*Sunil Kumar Mondal*

Proprietor

*Quotation received**S. B. Chatterjee**17.6.16**To pay Rs. 9166/- for the period from 1.6.16 to 31.3.17**M. Mondal*  
Secretary, The Senatus  
Scottish Church College*H. Mondal*  
Principal  
Scottish Church College  
Kolkata

9874164231/9143715148

DIAL : 2350-3450

## LATIKA ELECTRIC CONCERN

Specialist in : Refrigerator, Air Condition, Plants,  
Motor, Generator, Fan Repairing & Servicing.

120/1/1, Acharya Prafulla Chandra Road, Kolkata-700006

Ref. No: LEC/889/16-17

Date:

To  
The Principal,  
Scottish Church College,  
1 & 3, Urquart Square,  
Bidhan Sarani,  
Kolkata- 700006.

Sub:-Pray for the Quotation of Annual maintenance service contract for running of krikaskoir D.G engine Alternator 125 KVA 415 volt 174 Amps 1500 RPM.

Respected Sir,

Seeing an acting contractor under your kind control I would like to request you to kindly grant and/or Sanction the below mentioned preys of my firm "Latika Electric Concern" of 120/1/1, A.P.C. Road, Kolkata- 700 -009 for the renewal of the annual maintenances contract, at you campus,

Particulars	Unit	Rate	Amount
125 KVA generator Annual maintenance charges for.	1 (One)	Rs. 8,000/- Yearly.	8,000/-

### Terms and conditions

- 1) Payment- advance on account as per quotation.
- 2) Service- minimum monthly attendance for service of the machine – 6 times yearly and During breakdown immediate service will be arranged.

Hope you kindly confirm our renewal of the contract as prayed for and for such act shall be obliged.

Thanking you,

*Quotation received*  
S. Bhattacharyya  
14.6.17

To pay Rs 6666/- for  
the period 1.6.16 to  
31.3.17

*U. Manu*  
Secretary, The Senatus  
Scottish Church College

Yours faithfully,

FOR LATIKA ELECTRIC CONCERN

FOR LATIKA ELECTRIC CONCERN

*Sunil Kumar Mandal*

Proprietor

*[Handwritten signature]*

*K. K. Chatterjee*  
Principal  
Scottish Church College  
Kolkata

## RATE FOR SECURITY GUARD



K-9 securities <k9security79@gmail.com>  
To: rachelmanjari@yahoo.co.in

DATE:- 26.02.2020

TO:  
RACHEL MANJARI  
STUDENT RESIDENCE  
54, HARI GHOSH STREET  
KOLKATA-700006

Subject: Security Contract

Respected Ma'am,

We would like to introduce **K-9 SECURITY & SERVICES** as a Total Security Solution Company, which is committed to provide quality security services that are reliable and smart, which results in total customer satisfaction. We continuously strive to excel in our deliverance, thereby increasing the inherent value of the facilities and ensuring maximum values to our customers.

The following rates for our security personnel's for 30 without PF & ESIC are listed below.

Nos	Particulars	12HRS	GST
	SECURITY GUARD	8500	+GST

We look forward to be associated with your organization and awaiting a positive response from your side.  
For any queries please feel free to call the undersigned at any point of time. Assuring you our best services at all time.

With Warm Regards

REBECCA ANTHONY

**K-9 SECURITY & SERVICES**  
7980172969  
76, ELLIOT ROAD  
KOLKATA - 700016

AM  
12/3/2020

*Handwritten Signature*  
Principal  
Scottish Church College  
Kolkata

# K-9 Security & Services

76, Elliot Road, Ground floor, Kolkata - 700 016  
Mobile : 9674161850, 7686910749, 8420095964, 7278764442  
Email : k.9s2services@yahoo.com

Date:- 21.04.2018

TO,  
THE SECRETARY  
SCOTTISH CHURCH COLLEGE.  
1&3 URQUHART STREET.  
KOLKATA-700006

## Subject: Security Contract

Respected Sir,

We would like to introduce K-9 SECURITY & SERVICES as a Total Security Solution Company, which is committed to provide quality security services that are reliable and smart, which results in total customer satisfaction. We continuously strive to excel in our deliverance, thereby increasing the inherent value of the facilities and ensuring maximum values to our customers.

It will be a great privilege to be associated with your esteemed organization by providing them total security solutions. The following rates for our security personnel's for 30 days without PF & ESIC are listed below.

Nos	Particulars	12 HRS	GST
	SECURITY GUARD	9000	+GST

We look forward to be associated with your organization and awaiting a positive response from your side. For any queries please feel free to call the undersigned at any point of time. Assuring you our best services at all time.

With Warm Regards

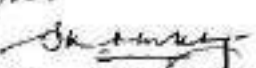
  
WASIL AHMED

K-9 SECURITY  
76, ELLIOT ROAD  
KOLKATA - 700016  
Mobile : 8420095968

  
Principal  
Scottish Church College  
Kolkata

Dr. Madhumanjari Mondal

The rate may be negotiated  
to Rs. 8,500/- pm. We may need  
3 to 4 securities for hostels.  
Time 8 to 8 pm.

  
23/4/2018 Secretary, SC

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



Estn. 1830

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

OFFICE OF THE PRINCIPAL  
Ph:033 2350 3862 Ext. 101

14<sup>th</sup> September, 2018

To  
The Manager  
RBD Group  
7/1 Kamardanga Road  
Kolkata - 700 046

Dear Sir,

Sub : Appointment of Security Guards and House-keeping staff  
Ref : Tender- Estate/SCC / 9/2018-19 Dated 03-08-2018

This is to inform you that your company has been selected through the above-mentioned tendering to supply the following persons to our College w.e.f. 1<sup>st</sup> October, 2018.

1. Security Guards (12 hours intervals) for two gates (one person at each gate at a time) of our College.
2. One Security guard (8 hours service) for another gate.
3. Three House Keeping persons (8 hours service) - 2 gents and 1 lady.

In this regard you are requested to visit our College as early as possible with your consent letter.

Thanking you,

Yours truly,

  
Dr. Arpita Mukerji  
Principal  
Scottish Church College



  
Principal  
Scottish Church College  
Kolkata

  
Rohit Basal  
18/09/18  
RBD GROUPS

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

Authorised Signatory



# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



Estb. 1830

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

REF: SCC/PR/AMC/160412/03

OFFICE OF THE PRINCIPAL  
Ph-033 2350 3862 Ext. 101

12<sup>th</sup> April 2016

ASI Services Private Limited  
21/C Ibrahim Road  
Kolkata- 700023

**Subject: Housekeeping and Security Services**

Dear Sir,

As per your proposal dated 16.03.2016, you are required to provide us with the service under the terms and conditions as mentioned below:

1. House Keeping Services: Rs. 9018<sup>/-</sup> per person for eight hours x 26 days (with a hike of 3 percent over previous year). Four persons are required.
2. Security Services: Rs. 11469 per person for eight hours x 30 days (with a hike of 3 percent over previous year). One person is required.
3. Security Services: Rs. 17203 per person for twelve hours x 30 days (with a hike of 3 percent over previous year). Three persons are required.

The period of contract is valid from 01.04.2016 up to 31.03.2017

Thanking you.

(Dr. Amit Abraham)

Principal  
Scottish Church College  
Kolkata - 700 006

Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 07/12/15

To  
The Principal  
Scottish Church College  
Land 3 Urquhart Square  
Kolkata - 700006

Dear Sir,

With due respect, I have to inform you that at present I am doing pest control work in your institution.

Anti-Bugs treatment - 1st treatment for anti bugs will be done thrice taking 21 days and anti bugs control will be done twice in a month.

The area of your service include:-

- 1) Principal Room - Rs-400/- (Rupees four hundred only) Per work.
- 2) Vice principal Room: - Rs 400/- (Rupees four hundred only) Per work.
- 3) Bureau Room:- Rs-400/- (Rupees four hundred only) Per work.
- 4) Examination Room:- Rs-300/- (Rupees three hundred only) Per work.
- 5) General Staff Room:- Rs-600/- (Rupees six hundred only) per work.
- 6) Seminar Room:- Rs-500/- (Rupees five hundred only) Per work.

*P. T. O.*  
Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 07/12/15

- A) Library - RS-2000 (Rupees two thousand only)  
Per week.
- B) Betang u bl - RS-800 (Rupees Eight hundred only)  
Per week.
- C) Betang P. bl - RS-800 (Rupees Eight hundred only)  
Per week.
- D) Zoology - RS-800 (Rupees Eight hundred only)  
Per week.
- E) Office (main) - RS-1000 (Rupees one thousand only)  
Per week.

Hope a favourable response from your end.  
I further state that if my service is not upto  
your satisfaction I will render my service at  
free of cost

Quotation received

S. Bhattacharyya.  
11.12.15

Approved for the first 6 places.

U. Manna  
12.12.15

Thanking you.

Principal  
Scottish Church College  
Kolkata



# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

1 & 3 Orquhart Square, Kolkata 700 006, India  
Ph: 033 2350 3862, Fax: 033 2350 5207  
Website: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)  
email: [principal@scottishchurch.ac.in](mailto:principal@scottishchurch.ac.in)

REF: SCC/PR/AMC/160412/01

OFFICE OF THE PRINCIPAL  
Ph:033 2350 3862 Ext. 101

12<sup>th</sup> April 2016

**Dennis Rakesh Mandle**  
33/B Amherst Street,  
Kolkata-9

**Subject: Pest Control**

Dear Sir,

As per your proposal dated 7.4.2016, you are required to provide us with the service under the terms and conditions as mentioned below: The period of contract is valid from 01.04.2016 up to 31.03.2017.

Job: Termite treatment

Places: As per proposal

Months: May to September, November to March.

Rate: Rs. 6300 per month (with a hike of 5 percent.)

Thanking you.

(Dr. Amit Abraham)  
Principal

Principal  
Scottish Church College  
Kolkata - 700 006

Received  
02-05-16

Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 5/04/2016

To  
The Principal  
Scottish Church College  
1 and 3 Urquhart Square  
Kat - 700006.

Dear Sir,

I am a young Christian boy and a member of Holy Trinity Church running a business pest control with more than 15 years of experience seeking a chance to render my service at your esteemed Institution my service include white Ants, Termites, Cockroaches, Mosquitos and many other pest control. I have worked with many renowned concerns and institutions such as Bishop's house, Bishop College, Mahari Bagan Athletic Club, St. Paul's College, St. Thomas School (Howrah), St. Thomas Engineering College, Holy Trinity Church, Union Chapel and many others.

The rates and terms as follow:-

RS- 8000/- (Rupees Eight thousand only) Once a month.

The area of your service includes:-

A) Main Building :-

- 1) Principal Room
- 2) Vice Principal Room
- 3) Burdour Room
- 4) Examination Room
- 5) General Staff Room
- 6) Seminar Room

- 7) Library
- 8) Room 1 to 28
- 9) Botany U62
- 10) Botany P02
- 11) Zoology
- 12) Assembly Hall  
&  
Passages.

*Mandley*  
Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 07/04/2016

B) Science Building:-

- 1) Physics
- 2) Chemistry
- 3) Pk Office

4) M.L. Bhowmik Auditorium.

C) Duff Building:-

- 1) Physics
- 2) Chemistry
- 3) BCR
- 4) Canteen
- 5) Estate & Hostel Office.

D) Office Building:-

- 1) Office (main)
  - 2) LCR
- Premises NO-1

E) B. Ed Building

- 1) Total

F) Millennium Building:-

- 1) Computer Sc
- 2) Microbiology
- 3) B. B. A

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 07/04/2016

Hope a favourable response from your end.  
I further state that if any service is not upto  
your satisfaction I will render the service at  
free of cost.

Quotation received

S. Bhattacharyya.

7.4.16

*Handwritten signature*

*Handwritten signature*  
Thanking you.

*M. Manra*

7.4.16

Secretary, The Senatus  
Scottish Church College

*Handwritten signature*  
Principal  
Scottish Church College  
Kolkata

# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 07/04/2017

To  
The Principal  
Scottish Church College  
and 3 Urquhart Square  
Kolkata - 700006

Dear Sir/Madam

With due respect, I have to inform you that at present I am doing pest control work in your institution.

Sir, my request to you that I am working in your institution and getting Rs-6300 (Rupees six thousand three hundred only) so kindly can you let it to Rs-7000 (Rupees seven thousand only.)

Hope a favourable response from your end.

As per IHC, 27/4/17  
the amount will be increased  
by Rs. 5000. Final amount →  
Rs. 6800/- (2017-18)  
Approved  
Mandle  
28.4.17

Thanking you.  
*Mandle*

*Mandle*  
Principal  
Scottish Church College  
Kolkata



# DENNIS RAKESH MANDLE

Relief from Termites, White ants, Mosquitos, Flies, Cockroaches,  
Insecticidal, De-Ratting, Soil Treatments, Bugs and all Kind of Pest.

33/B, Amherst Street  
Kolkata - 700 009

Mob. : 9007830286

Ref. No. ....

Date 13-03-2018.

To  
The Rector  
Scottish Church College  
1 and 3 Urquhart Square  
Kolkata - 700006.

Respected Sir,


I hereby place my 'Renew' quotation for termites, white-ants and general pest control as given in this letter.

I just want to increase the amount of money :-  
Rs - 7500/- (Rupees Seven thousand five hundred only).

I further state that if there is any deficiency regarding the treatment, I will have it done free of cost.

Please Consider my appeal and give me a chance. I will satisfy you with my performance.

Approved  
RDM  
13.4.18.

  
Thanking you  
Dennis Rakesh Mandle.

  
Principal  
Scottish Church College  
Kolkata

GST No:19AAETS5313E12K

SCC/Estate/WW/18-19/63

12<sup>th</sup> March 2019

Dadson HPS India Pvt. Ltd.  
389, Gariahat road (South)  
Kolkata- 700 068

Dear Sir,

**Sub : AMC for pest control for premises no-1 & 3 (Seven buildings and one auditorium)**  
**Ref : Quotation dated 16<sup>th</sup> January 2019**

With reference to your quotation stated above, we are pleased to place the work order for a total amount of ₹ 82,200/- (Rupees Eighty-two Thousand Two Hundred only, GST - Extra) on the following terms and conditions.

1. General pest control once in a month @ ₹ 3,500/-.
2. Rodent control treatment once in a month @ ₹ 2,250/-.
3. Anti-termite treatment once in three months @ ₹ 3,300/-.
4. TDS will be deducted as per norms.
5. The work including the materials must be given a total warranty of at least a year.
6. The bills to be generated after each service and the payment will be done accordingly.
7. You are expected to complete the work as per norms mentioned above. Delay may invite penalty as per standard norms.

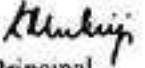
Thanking you,

Yours truly,

  
Dr. Arpita Mukerji  
Principal



Received  
Ranjana Subra  
26/3/19  
DADSON HPS INDIA PVT. LTD.  
Ranjana Subra  
AUTHORISED SIGNATORY

  
Principal  
Scottish Church College  
Kolkata

## DADSON HPS INDIA PVT. LTD.

Regd. Sales Office: 348A, Jodhpur Park, Kolkata - 700068

Phone No: +91 9051399053

E-mail: dadsonhps@yahoo.com

Website: www.dadsonhps.com

### Service Contract Form

We hereby undertake to render the service as per details shown below.

Contract No.: DADHPS/CONT/153/2020-2021

Date: 07.02.2020

Occupant: Scottish Church College

Premises: 1&3 Urquhart Square, Kolkata-700 006

Scope of Work: a) General Pest Control, b) Rodent Control Treatment & c) Anti-termite Treatment

Area to be Treated: Above Premises.

Period of Contract: April'2020 to March'2021.

Frequency of Service: a) General Pest Control-Once in a month, b) Rodent Control Treatment-Once in a month & c) Anti-termite Treatment -Once in three months.

Rate per Service: a) General Pest Control-Rs. 3850/-, b) Rodent Control Treatment-Rs. 2475/-, & c) Anti-termite Treatment - Rs. 3630/-

Total Amount: Rs. 90, 420/- + 18% GST = Rs. 1, 06, 696/- (Rupees One Lakh Six Thousand Six Hundred Ninety Six Only)

1. Terms of Payment: On Submission of Monthly Bill

### Additional Terms and Conditions:

The Service, if carried out monthly, is backed by our Warranty.

No free service will be given if services are on bi - monthly/quarterly basis.

An intimation proposing the date and time of service will be given well in advance every month. Our Help Line (Phone: 9051399053/9051399068) should be immediately informed if any change in the proposed date is desired.

No suit in respect of any dispute relating to this contract shall be maintainable outside the Jurisdiction of Kolkata Civil Court.

The Contract is not transferable and it cannot be extended beyond the Contract Period.

Payment received is not refundable.

I/We hereby confirm and accept the above mention terms and conditions of contract.

Date:

For Dadson HPS India Pvt. Ltd.

Name:

Signature:

T. Debnath  
(Authorized Signatory)



Received on 14.02.2020

Rs. 82,000/- Excess  
for this year 2020-21

Klukurji  
20/2/2020

Klukurji  
Principal  
Scottish Church College  
Kolkata

**DADSON HPS INDIA PVT. LTD.**

Regd. & Sales Office: 348A, Jodhpur Park, Kolkata - 700068

Phone No: +91 9051399053

E-mail: dadsonhps@yahoo.com

Website: www.dadsonhps.com

To

The Principal

Scottish Church College

1&3 Urquhart Square, Kolkata-700 006

**SUB: RENEWAL OF CONTRACT**

Dear Sir/Madam,

Greetings of the day!

Due to the present pandemic situation we are happy to inform you that the rates for the New Year stay the same as the previous year. Hence, we request you to renew the contract on basis of the existing terms and conditions.

Thanks & Regards,

For Dadson HPS India PVT LTD

*Subhasis Mitra*

Subhasis Mitra

Communication Executive

Phone No: 9051399061/55/56

*Approved  
K. K. K. K.  
10.3.21.*

*K. K. K. K.*  
Principal  
Scottish Church College  
Kolkata

# DADSON HPS INDIA PVT. LTD.

Regd. Sales Office: 348A, Jodhpur Park, Kolkata - 700068

Phone No.: +91 9051399053

E-mail: dadsonhps@yahoo.com

Website: www.dadsonhps.com

## Service Contract Form

We hereby undertake to render the service as per details shown below.

Contract No.: DADHPS/CONT/188/2021-2022

Date: 08.03.2021

Occupant: Scottish Church College

Premises: 1&3 Urquhart Square, Kolkata-700 006

Scope of Work: a) General Pest Control, b) Rodent Control Treatment & c) Anti-termite Treatment

Area to be Treated: Above Premises.

Period of Contract: April 2021 to March 2022.

Frequency of Service: a) General Pest Control-Once in a month, b) Rodent Control Treatment-Once in a month & c) Anti-termite Treatment -Once in three months.

Rate per Service: a) General Pest Control-Rs. 3500/-, b) Rodent Control Treatment-Rs. 2250/-, & c) Anti-termite Treatment - Rs. 3250/-

Total Amount: Rs. 82000/- + 18% GST = Rs. 96,760/- (Rupees Ninety Six Thousand Seven Hundred Sixty Only)

1. Terms of Payment: On Submission of Monthly Bill

### Additional Terms and Conditions:

The Service, if carried out monthly, is backed by our Warranty.

No free service will be given if services are on bi - monthly/quarterly basis.

An intimation proposing the date and time of service will be given well in advance every month. Our Help Line (Phone: 9051399053/9051399068) should be immediately informed if any change in the proposed date is desired.

No suit in respect of any dispute relating to this contract shall be maintainable outside the Jurisdiction of Kolkata Civil Court.

The Contract is not transferable and it cannot be extended beyond the Contract Period.

Payment received is not refundable.

I/We hereby confirm and accept the above mention terms and conditions of contract.

Date:

For Dadson HPS India Pvt. Ltd.

Name:

*Baldev Sahani*

Signature:

(Authorized Signatory)



*Ashutosh*  
Principal  
Scottish Church College  
Kolkata



## Specsoft India

Chowringhee Court, 3<sup>rd</sup> Floor, 55, J. L. Nehru Road, Kolkata – 700 071  
PH: +91-33-40034214/ 215 / 2283-8408, FAX: +91-33-2283-8409  
Email: [trinka@specindia.com](mailto:trinka@specindia.com); Website: [www.specindia.com](http://www.specindia.com)

To,  
The Principal  
Scottish Church College,  
Kolkata.

Date: 17.08.2017

Dear Sir,

As per our discussion we are sending you the quotation for AMC (Annual Maintenance Contract) renewal of ID card printer for the period of 01.09.2017-31.08.2018.

### Annual Maintenance Contract:

#### Top Benefits of contracting Maintenance & Support

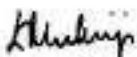
- Better service levels at lower overall cost.
- Ability to reallocate budget to meet business requirements.
- Higher system ROI by extending usability.
- Ability to provide or supplement in-house maintenance.
- Certified technicians skilled in cross-platform environments.
- It is hassle and difficult to find honest and reliable repair service.
- High costs of equipment and service labor.
- You can repair the product you purchase many times until it is no longer repairable, then it will be replaced (WITH CHARGE) with the same product of its like kind and quality.
- To avoid the hassle in dealing directly with manufacturers.

Keeping your business systems purring....

Whether you need a regular service agreement or occasional emergency help-desk support, we can tailor a service and support solution to suit your requirements. Our Services include:

### Service Contract (AMC - Annual Maintenance Contract)

We can offer your company a support and service contract to your business' equipment systems at peak performance. The service contract includes regular scheduled maintenance for all systems and equipment at an agreed service level and cost.

  
Principal  
Scottish Church College  
Kolkata

**On-site support**

We offer phone and on-site support as well as support for a wide range of hardware. We aim to provide you with the highest possible level of customer service. When you call us we assign you with an experienced technician who can provide you with an 'end-to-end' resolution to your problem. Our technician will assess your situation, before recommending a course of action. If it is necessary to buy new parts or software than the technician will install these and ensure that you have a working system.

Rest assured that Clear Intentions keeps track of your support history so that we can maintain the continuity of care that you expect and trust.

**Commercials**

As per our discussion we are quoting you the rate for the mentioned Financial Year with the following Terms & Conditions which please consider:

**AMC-Non Comprehensive:**

**DESCRIPTION**

**RATE**

1) 1 pc. Zebra P330i ID card Printer Rs. 5300/-

16% ST. 954 = 6254/-

**TERMS AND CONDITIONS**

**SERVICE:** Our TECHNICAL EXPERTS shall visit your locations once every 3 months periodically and also as and when called by your Users.

**TEAM STRENGTH:** 10 no's SERVICE ENGINEER, out of that 5 are ZEBRA CERTIFIED.

**CALL ATTENDANCE TIME:** Within 24 hours (working day).

**PAYMENT TERMS:** 100% advance mandatory.

**GST:** 18% extra.

Kindly look into the matter & give us chance to serve your good office the BEST.

We look forward to an enduring relationship with you.....

Thanking you,

For, Specsoft India,

*Shirika Basu Mallik*

Head-Customer Support  
9831045212

*Approved.  
K. Mukherjee  
14.9.17.*

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



## Specsoft India

Chowringhee Court, 3<sup>rd</sup> Floor, 55, J. L. Nehru Road, Kolkata - 700 071  
PH: +91-33-40034214 / 215 / 2283-8408, FAX: +91-33-2283-8409  
Email: [trinka@specindia.com](mailto:trinka@specindia.com); Website: [www.specindia.com](http://www.specindia.com)

To,  
Scottish Church College,  
Kolkata.

Date: 01.08.2018

**Kind attn.: Ms. Madhumanjari Mondal**

Dear Sir,

As per our discussion we are sending you the renewal quotation for AMC (Annual Maintenance Contract) renewal of ID card printer for the period of **01.09.2018-31.08.2019**.

### **Annual Maintenance Contract:**

#### **Top Benefits of contracting Maintenance & Support**

- Better service levels at lower overall cost.
- Ability to reallocate budget to meet business requirements.
- Higher system ROI by extending usability.
- Ability to provide or supplement in-house maintenance.
- Certified technicians skilled in cross-platform environments.
- It is hassle and difficult to find honest and reliable repair service.
- High costs of equipment and service labor.
- You can repair the product you purchase many times until it is no longer repairable, then it will be replaced (WITH CHARGE) with the same product of its like kind and quality.
- To avoid the hassle in dealing directly with manufacturers.

Keeping your business systems purring...

Whether you need a regular service agreement or occasional emergency help-desk support, we can tailor a service and support solution to suit your requirements. Our Services include:

#### **Service Contract (AMC - Annual Maintenance Contract)**

We can offer your company a support and service contract to your business' equipment systems at peak performance. The service contract includes regular scheduled maintenance for all systems and equipment at an agreed service level and cost.

*Handwritten signature*  
Principal  
Scottish Church College  
Kolkata



**On-site support**

We offer phone and on-site support as well as support for a wide range of hardware. We aim to provide you with the highest possible level of customer service. When you call us we assign you with an experienced technician who can provide you with an 'end-to-end' resolution to your problem. Our technician will assess your situation, before recommending a course of action. If it is necessary to buy new parts or software than the technician will install these and ensure that you have a working system.

Rest assured that Clear Intentions keeps track of your support history so that we can maintain the continuity of care that you expect and trust.

**Commercials**

As per our discussion we are quoting you the rate for the mentioned Financial Year with the following Terms & Conditions which please consider:

**AMC-Non Comprehensive:**

<b>DESCRIPTION</b>	<b>RATE</b>
1) 1 pc. Zebra P330i ID card Printer	@Rs. 5300/-

**TERMS AND CONDITIONS:**

**SERVICE:** Our TECHNICAL EXPERTS shall visit your locations once every 3 months periodically and also as and when called by your Users.

**TEAM STRENGTH:** 10 no's SERVICE ENGINEER, out of that 5 are ZEBRA CERTIFIED.

**CALL ATTENDANCE TIME:** Within 24 hours (working day).

**PAYMENT TERMS:** 100% advance mandatory.

**GST:** 18% extra.

Kindly look into the matter & give us chance to serve your good office the BEST.

**We look forward to an enduring relationship with you.....**

Thanking you,

For, Specsoft India,

*Heena Basu Maiti*

Head-Customer Support  
9831045212

*K. Mukherjee*  
2.8.18

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



## Specsoft India

Chowringhee Court, 3<sup>rd</sup> Floor, 55, J. L. Nehru Road, Kolkata - 700 071  
PH: +91-33-40034214/ 215 / 2283-8408, FAX: +91-33-2283-8409  
Email: [trinka@specindia.com](mailto:trinka@specindia.com); Website: [www.specindia.com](http://www.specindia.com)

To,  
Scottish Church College,  
Kolkata.

Date: 13.08.2019

**Kind attn.: Ms. Madhumanjari Mondal**

Dear Sir,

As per our discussion we are sending you the renewal quotation for AMC (Annual Maintenance Contract) renewal of ID card printer for the period of **01.09.2019-31.08.2020.**

### **Annual Maintenance Contract:**

#### **Top Benefits of contracting Maintenance & Support**

- Better service levels at lower overall cost.
- Ability to reallocate budget to meet business requirements.
- Higher system ROI by extending usability.
- Ability to provide or supplement in-house maintenance.
- Certified technicians skilled in cross-platform environments.
- It is hassle and difficult to find honest and reliable repair service.
- High costs of equipment and service labor.
- You can repair the product you purchase many times until it is no longer repairable, then it will be replaced (WITH CHARGE) with the same product of its like kind and quality.
- To avoid the hassle in dealing directly with manufacturers.

Keeping your business systems purring...

Whether you need a regular service agreement or occasional emergency help-desk support, we can tailor a service and support solution to suit your requirements. Our Services include:

### **Service Contract (AMC - Annual Maintenance Contract)**

We can offer your company a support and service contract to your business' equipment systems at peak performance. The service contract includes regular scheduled maintenance for all systems and equipment at an agreed service level and cost.

*Madhumanjari*  
Principal  
Scottish Church College  
Kolkata

**On-site support**

We offer phone and on-site support as well as support for a wide range of hardware. We aim to provide you with the highest possible level of customer service. When you call us we assign you with an experienced technician who can provide you with an 'end-to-end' resolution to your problem. Our technician will assess your situation, before recommending a course of action. If it is necessary to buy new parts or software than the technician will install these and ensure that you have a working system.

Rest assured that Clear Intentions keeps track of your support history so that we can maintain the continuity of care that you expect and trust.

**Commercials**

As per our discussion we are quoting you the rate for the mentioned Financial Year with the following Terms & Conditions which please consider:

**AMC-Non Comprehensive:**

<u>DESCRIPTION</u>	<u>RATE</u>
1) 1 pc. Zebra P3301 ID card Printer	Rs. 5300/-

*Approved Note - The printing quality must be improved - JWS 14/8/19*

**TERMS AND CONDITIONS:**

**SERVICE:** Our TECHNICAL EXPERTS shall visit your locations once every 3 months periodically and also as and when called by your Users.

**TEAM STRENGTH:** 10 no's SERVICE ENGINEER, out of that 5 are ZEBRA CERTIFIED.

**CALL ATTENDANCE TIME:** Within 24 hours (working day).

**PAYMENT TERMS:** 100% advance mandatory.

**GST:** 18% extra.

Kindly look into the matter & give us chance to serve your good office the BEST.

We look forward to an enduring relationship with you.....

Thanking you,

For, Specsoft India,

*Bhinda Bhanu Mallik*

Head-Customer Support  
9831045212

*K. K. Chakrabarti*  
Principal  
Scottish Church College  
Kolkata



## Spe India

Chowringhee Court, 3<sup>rd</sup> Floor, 55, J. L. Nehru Road, Kolkata - 700 071  
PH: +91-33-40034214 / 215 / 2283-8408, FAX: +91-33-2283-8409  
Email: [trinka@specindia.com](mailto:trinka@specindia.com); Website: [www.specindia.com](http://www.specindia.com)

To,  
Scottish Church College,  
Kolkata.

Date: 26.09.2020

**Kind attn.: Ms. Madhumanjari Mondal**

Dear Sir,

As per our discussion we are sending you the renewal quotation for AMC (Annual Maintenance Contract) renewal of ID card printer for the period of 01.09.2020-31.08.2021.

### **Annual Maintenance Contract:**

#### **Top Benefits of contracting Maintenance & Support**

- Better service levels at lower overall cost.
- Ability to reallocate budget to meet business requirements.
- Higher system ROI by extending usability.
- Ability to provide or supplement in-house maintenance.
- Certified technicians skilled in cross-platform environments.
- It is hassle and difficult to find honest and reliable repair service.
- High costs of equipment and service labor.
- You can repair the product you purchase many times until it is no longer repairable, then it will be replaced (WITH CHARGE) with the same product of its like kind and quality.
- To avoid the hassle in dealing directly with manufacturers.

Keeping your business systems purring...

Whether you need a regular service agreement or occasional emergency help-desk support, we can tailor a service and support solution to suit your requirements. Our Services include:

### **Service Contract (AMC - Annual Maintenance Contract)**

We can offer your company a support and service contract to your business' equipment systems at peak performance. The service contract includes regular scheduled maintenance for all systems and equipment at an agreed service level and cost.

*K. Chakraborty*  
Principal  
Scottish Church College  
Kolkata

**On-site support**

We offer phone and on-site support as well as support for a wide range of hardware. We aim to provide you with the highest possible level of customer service. When you call us we assign you with an experienced technician who can provide you with an 'end-to-end' resolution to your problem. Our technician will assess your situation, before recommending a course of action. If it is necessary to buy new parts or software than the technician will install these and ensure that you have a working system.

Rest assured that Clear Intentions keeps track of your support history so that we can maintain the continuity of care that you expect and trust.

**Commercials**

As per our discussion we are quoting you the rate for the mentioned Financial Year with the following Terms & Conditions which please consider:

**AMC-Non Comprehensive:**

<u>DESCRIPTION</u>	<u>RATE</u>
1) 1 pc. Zebra P330i ID card Printer	

*Approved*  
@Rs. 5300/-  
*RM*  
*29/9/2020*

**TERMS AND CONDITIONS:**

**SERVICE:** Our TECHNICAL EXPERTS shall visit your locations once every 3 months periodically and also as and when called by your Users.

**TEAM STRENGTH:** 10 no's SERVICE ENGINEER, out of that 5 are ZEBRA CERTIFIED.

**CALL ATTENDANCE TIME:** Within 24 hours (working day).

**PAYMENT TERMS:** 100% advance mandatory.

**GST:** 18% extra.

Kindly look into the matter & give us chance to serve your good office the BEST.

**We look forward to an enduring relationship with you.....**

Thanking you,

**For, Specsoft India,**

*Jainka Basu Nallik*

.....  
**Head-Customer Support**  
9831045212

*Atul Kishore*  
Principal  
Scottish Church College  
Kolkata



National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2020/515

Date: 2020-06-15  
Invoice No.: NLIST/20-21/484  
College GST No.: Not Available  
College GST State Code: WB (19)

Name and Address of Subscriber

To  
The Principal  
Scottish Church College  
1 & 3 Urbuhart Square  
Kolkata  
West Bengal - 700006

SR No.	Membership Fee	Period of Membership	Amount in Rs
1	N-LIST Annual Membership Fee	April 2020 to March 2021	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		<b>Total</b>	<b>5,900.00</b>

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1ZS  
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai  
Scientist-E(CS)

Cut Here

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2020-06-15

Receipt No: 28635

Received with thanks from Scottish Church College, Kolkata, West Bengal

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. AXIC201672225474  
Dated 2020-06-15 drawn on United Bank of India Payable at Gandhinagar Gujarat towards N-LIST Annual  
Membership Fee for the financial year 2020-21.

**Rs. 5900**

Sincerely Yours

For Administrative Officer(PA & F)

This receipt is valid on realization of Cheque and DD.  
Subject to Gandhinagar(Gujarat) jurisdiction only  
Online Printed Date : 2021-02-22 11:25:09  
INFLIBNET Ref No : INF/N-LIST/2020/515  
GSTIN. 24AAAT11480J1ZS.



REF: SCJ/PR/AMC/1604/26

OFFICE OF THE PRINCIPAL  
Ph: 033 2350 3862 Ext. 101

26<sup>th</sup> April 2016

**Netcom Infotech Pvt. Ltd.**  
95A, AJC Bose Road  
1<sup>st</sup> Floor, Kolkata - 700014

**Sub: Non-comprehensive IT Infrastructure Maintenance Support in the College.**

Dear Sir

With reference to offer letter dated 19<sup>th</sup> March, 2016, we are pleased to place the work order for the job mentioned above for a total amount of Rs.1,79,000/- (plus service tax) as per the following terms and conditions.

- i) 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 the termination of the agreement.
- ii) The IT Infrastructure Maintenance and engagement of the vendor by the Principal will be for a period of 1 year from the date of this agreement which includes the first month as a trial month, after successful completion with satisfactory review by the Principal which will render the tenure valid for the remaining eleven months.
- iii) The agreement will necessitate a monthly payment in advance of `14,917/-+service tax 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.
- iv) 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 the computer / software / network related equipments and points installed in the college at 1, 2 & 3, Urquhart Square, Kolkata - 700006. All such calls will be maintained with records available with the Senatus Secretary. The representatives need to mark their daily attendance in a separate register. Any full or partial absence will cause deduction from the scheduled monthly payment.
- v) No additional payment would be made to the vendor for replacement of parts/repair of network and cable (as the products are already under OEM warranty) as the same vendor has installed the same. Replacement of any other part or upgradation of the system will need necessary authorisation from the college authority.

  
Principal  
Scottish Church College  
Kolkata

Contd...p.2

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



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

OFFICE OF THE PRINCIPAL  
Ph: 033 2350 3862 Ext. 101

Page - 2 -

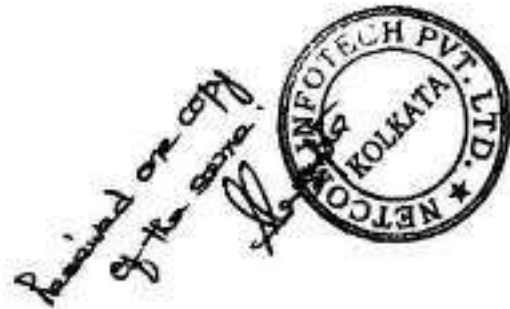
- vi) All the problems/calls have to be attended and sorted out within the 2 working hours of the same day. A written report has to be submitted at the end of the day to the Senatus Secretary by the Vendor.
- vii) The contract includes software maintenance and hardware maintenance. It however does not include hardware repair/replacement with spares. Cost of any hardware replacement and / or repaired will have to be borne by the college.
- viii) The contract also includes installation of software's packages and hardware provided by the college and seeing that all devices such as printers, modem and network connected to it are in working condition.
- ix) The contract does not include consumables, supply items and computer hardware parts. These are chargeable separately.

Thanking you

Yours faithfully

Dr. Amit Abraham  
Principal

Principal  
Scottish Church College  
Kolkata - 700 006



*H. K. K. K.*  
Principal  
Scottish Church College  
Kolkata





## Form of Agreement

This agreement made on Twenty sixth day of April, 2016, between Scottish Church College, 1 & 3 Urquhart Square, Kolkata – 700006, (hereinafter called the "PRINCIPAL" of the one part and M/s Netcom Infotech Pvt. Ltd., 95A, A.J.C. Bose Road, 1<sup>st</sup> Floor, Kolkata - 700014 (hereinafter called the "VENDOR" of the other part.

AND WHEREAS the Principal invited bids from eligible bidders for execution of certain works, viz. IT Infrastructure Maintenance

AND WHEREAS pursuant to the bid submitted by the vendor vide offer letter dated 19<sup>th</sup> March, 2016 on the basis of their expertise as mentioned in their offer letter, the Principal accepted the offer submitted by the vendor for the execution and completion of such works and the incidences of any defects thereon, on terms and conditions in according with the documents listed herein below.

AND WHEREAS the vendor by this deed of undertaking dated First of May, 2016 has agreed to abide by all the terms of the bid as detailed in this deed and any subsequent letter in relating to this deed including but not limited to the extent of the amount quoted for the execution of the work, as stated in the offer, and also to comply with such terms and conditions as may be required from time to time.

AND WHEREAS pursuant to the offer submitted by the vendor vide their letter dated 19<sup>th</sup> March, 2016 the Principal by their Work Order dated 26<sup>th</sup> April, 2016 an amount of ₹ 1,79,000/- (Rupees One lakh seventy nine thousand only + service tax on actual) accepted the offer submitted by the vendor for execution of such works and the remedying of any defects therein, on terms and conditions as stipulated by the Principal in the said Work Order.

AND WHEREAS the vendor has agreed to undertake and complete such work as quoted hereinbefore.

NOW THIS AGREEMENT WITNESSETH as follows:

1. The following documents shall be deemed to form and be read and considered as part of this agreement viz :
  - i) The work order incorporating all the terms and conditions issued by the Principal dated 26<sup>th</sup> April, 2016
  - ii) The vendor's bid/offer letter dated 19<sup>th</sup> March, 2016
  - iii) Letter of acceptance by the vendor on the copy of the Work Order issued by the Principal dated 26<sup>th</sup> April, 2016

Cont/2...

  
Principal  
Scottish Church College  
Kolkata



- iv) Instructions/review regarding specifications, Scope of Work, Implementation Manual, Work Progress check report and maintenance intervention level.
2. In consideration of the Payments to be made by the Principal to the Vendor as hereinafter mentioned in the Word Order, the Vendor hereby covenants with the Principal to execute and complete the works and namely any defects therein in conformity in all respect with the Provisions of the Work Order and this contract.
3. The Principal hereby covenants to pay the vendor in consideration of the execution and completion of the works and the remedying of defects therein the contract service or such other sum as may become payable under the provisions of the work order and the contract at the times and in the matter prescribed by the contract.
4. All the terms and conditions mentioned in the work order dated 26<sup>th</sup> April, 2016 issued by the Principal and terms thereof accepted by the vendor form integral part of this agreement and are binding on both the parties.
5. The contract will become effective only on submission of the documents by the vendor as mentioned in the annexure of the said word order.
6. This agreement will stand cancelled for non-fulfillment of the scheduled work within specified due date by the vendor and full financial liability will accrue on the vendor.

The agreement is made operative subject to the compliance and factual implementation of the following terms and conditions:

- i) 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 the termination of the agreement.
- ii) The IT Infrastructure Maintenance and engagement of the vendor by the Principal will be for a period of 1 year from the date of this agreement which includes the first month as a trial month, after successful completion with satisfactory review by the Principal which will render the tenure valid for the remaining eleven months
- iii) The agreement will necessitate a monthly payment in advance of `14,917/- (Fourteen thousand nine hundred and seventeen only) + service tax 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.

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 the computer / software / network related equipment's and points installed in the college at 1, 2 & 3, Urquhart Square, Kolkata – 700006. All such calls will be maintained with records available with the Senatus Secretary. The

Cont/3...

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

OFFICE OF THE PRINCIPAL  
Ph: 033 2350 3862 Ext. 101

- i) representatives need to mark their daily attendance in a separate register. Any full or partial absence will cause deduction from the scheduled monthly payment.
- ii) No additional payment would be made to the vendor for replacement of parts/repair of network and cable (as the products are already under OEM warranty) as the same vendor has installed the same. Replacement of any other part or upgradation of the system will need necessary authorization from the college authority.
- iii) All the problems/calls have to be attended and sorted out within the 2 working hours of the same day. A written report has to be submitted at the end of the day to the Senatus Secretary by the Vendor.
- iv) 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 repaired will have to be borne by the college.
- v) The contract also includes installation of software's packages and hardware provided by the college and seeing that all devices such as printers, modem and network connected to it are in working condition.
- vi) The contract does not include consumables, supply items and computer hardware parts. These are chargeable separately.

IN WITNESS WHEREOF the parties here to, have caused this agreement to be executed the day & year first before written.

Signed, sealed and delivered by the "Principal" through his authorized representative and the said party through his authorized representative and the said vendor through his Power of attorney holds in the presence of:

Binding Signature of VENDOR  
(For & on behalf of M/s  
M/s Netcom Infotech Pvt. Ltd,  
Kolkata -700014.)



Binding Signature of PRINCIPAL:  
(For & on behalf of Scottish Church College)

*Handwritten signature of Principal*  
26/4/16



Witness 1: *Chandan Kumar Pal*

Witness 2: *Mausumi Das*

*Handwritten signature of Principal*  
Principal  
Scottish Church College  
Kolkata

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



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

REF : SCC/TIC/AMC

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

11<sup>th</sup> April 2017

Netcom Infotech Pvt. Ltd.  
95A, A.J.C. Bose Road, 1<sup>st</sup> Floor,  
Kolkata - 700 014

Sub: Annual Maintenance Contract against maintenance of Computers

Dear Sir,

As per your proposal dated 02-03-2017, you are required to provide us with the service under the terms and conditions mentioned in the proposal. The period of contract is valid from 01-04-2017 up to 31-03-2018.

Thanking you

*A Mukerji*  
Dr. A. Mukerji  
Teacher - In - Charge

*Received original  
of the same  
25/4/2017*

*A Mukerji*  
Principal  
Scottish Church College  
Kolkata

Date: 10<sup>th</sup> March, 2017  
Ref. No. NIPL/SSG/SC/Mar'17/001Renewal

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

Respected Madam / Sir,

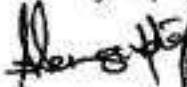
**Subject: Renewal Proposal for Facility Managed Services against IT Infrastructure.**

This letter is in regards is to the contract that we have with your valued institution to provide the Facility Managed Services for the IT Infrastructure and Network Equipments. We would like to renew the contract at the same cost and SOW.

The contract was executed on 25<sup>th</sup> April, 2016 and is expiring on 25<sup>th</sup> April, 2017. We would like to continue this business relationship so we have decided to offer renewal of the contract. The contract renewal date will be 1<sup>st</sup> April, 2017.

Please let us know if you agree to the same and if you have any other query.

With Best Regards,



**Sumanta Sengupta**  
General Manager

For Netcom Infotech Pvt. Ltd.



  
Principal  
Scottish Church College  
Kolkata

**Netcom Infotech Pvt. Ltd.**

Corporate Office: 95A, A.J.C. Bose Road, 1<sup>st</sup> Flor, Kolkata-700 014, Tel. (033) 2226 5256/ 5257/ 5258  
E-mail: supportbsr@netcominfotech.in, Website: www.netcominfotech.in

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

19<sup>th</sup> April 2018

Netcom Infotech Pvt. Ltd.  
95A A J C Bose Road, 1<sup>st</sup> Floor  
Kolkata - 700014

Dear Sirs,

As per our dialogue with your representative Mr. Supriyo Ghosh, Customer Support Manager, this is to inform you that your contract with the College expires on 30<sup>th</sup> April 2018.

Yours truly,

**Dr. Arpita Mukerji**  
Teacher-in-Charge

Received  
Manas Dharma.  
For Netcom Infotech (P) Ltd  
19/04/2018

Principal  
Scottish Church College  
Kolkata



26<sup>th</sup> April 2018

Oasys Infocom Pvt. Ltd  
309 & B-12, 79 Lenin Sarani,  
Kolkata - 700 013

Dear Sir,

**Sub: Non-comprehensive IT Infrastructure Maintenance Support in the college**

With reference to the offer letter dated 2<sup>nd</sup> April 2018, we are pleased to place the work order for the job mentioned above for a total amount of ₹ 1,73,000/- (inclusive of GST) as per the following terms and condition.

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 the termination of the agreement.
2. The IT Infrastructure Maintenance and engagement of the vendor by the Principal/Teacher-in-Charge will be for a period of 1 year from the date of this agreement which includes the first month as a trial month, after successful completion with satisfactory review by the Teacher-in-Charge which will render the tenure valid for the remaining eleven Months.
3. The agreement will necessitate a month payment in advance of ₹14,417/- on actual by the Teacher-in-Charge to the vendor for providing the said service payable only after completion of a month against production of a valid invoice/bill.
4. 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.
5. Additional payment would be made to the vendor for replacement of parts/ repair of network and cable in case of necessity with authorisation from the college authority.
6. All the problems/calls have to be attended and sorted out within 2 working hours of the same day. A written report has to be submitted at the end of the day to the Senatus Secretary by the vendor for countersignature.

Accepted  
27/4/18

Principal  
Scottish Church College  
Kolkata

Teacher-in-Charge  
Scottish Church College  
Kolkata-700 006

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

8. 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 will have to be borne by the college.
9. 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.
10. The work order has to be read with the Agreement of even date.

Thanking You

Yours faithfully,

*Attn: 26.4.18.*

Dr. A. Mukerji

Teacher-in-Charge

Teacher-in-Charge

Scottish Church College  
Kolkata-700 006



*Accepted  
27/4/18*

*Attn: 26.4.18.*

Principal  
Scottish Church College  
Kolkata





# OASYS<sup>®</sup> INFOCOM PVT. LTD.

AN ISO 9001 : 2015 CERTIFIED ORGANISATION

CIN NO. : U30009WB1998PTC088232 • PAN NO. : AAACO4337R



OUR REF. NO. BK/RAMC/007/19-20

DATE: 08.04.2019

To,  
Scottish Church College,  
1 & 3 Urquhart Square,  
Kolkata 700006

**SUB: PRAYER FOR EXTENSION FOR RENEWAL OF ANNUAL MAINTENANCE CONTRACT FOR IT INFRASTRUCTURE MAINTENANCE SUPPORT (WITHOUT SPARE).**

Dear Sir,

This is to bring to your kind notice that on the basis of the above mentioned Annual Maintenance Contract, we are engaged in the Maintenance of Computers at your esteemed organization.

In this regard please note that the existing contract will expire on 01<sup>ST</sup> May, 2019. We hereby request you to kindly extend the contract for another term.

As Per last contact 1 Technical Manpower is deputed @ 1, 73,000.00 yearly.

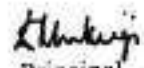
Considering quantum of job at your institute, We suggest that you should involve 2 Technical persons so that call management attains desired satisfaction level. In that case our charges will be @ 1, 73,000.00 x 2 = Rs. 3,46,000.00 yearly.

Thanking you and expecting your favorable decision in this regard.

Yours faithfully,  
For OASYS Infocom Pvt. Ltd.  
**OASYS INFOCOM PVT. LTD.**

  
Bhabesh Kr. Kole. S. Manager  
(Service Manager)

*Renewal of contract  
for 1 year. from  
KJ 22/4/19.*

  
Principal  
Scottish Church College  
Kolkata



# OASYS<sup>®</sup> INFOCOM PVT. LTD.



AN ISO 9001 : 2015 CERTIFIED ORGANISATION

CIN NO. : U30009WB1998PTC088232 • PAN NO. : AAAC04337R

OUR REF. NO. BK/RAMC/0003/20-21

DATE: 28.04.2020

To,  
Scottish Church College,  
1& 3 Urquhart Square,  
Kolkata 700006

SUB: PRAYER FOR EXTENSION FOR RENEWAL OF ANNUAL MAINTENANCE CONTRACT FOR IT INFRASTRUCTURE MAINTENANCE SUPPORT (WITHOUT SPARE).

Dear Sir,

This is to bring to your kind notice that on the basis of the above mentioned Annual Maintenance Contract, we are engaged in the Maintenance of Computers at your esteemed organization.

In this regard please note that the existing contract will expire on 30<sup>TH</sup> April, 2020. We hereby request you to kindly extend the contract for another term.

As Per last contact 1 Technical Manpower is deputed @ 1, 73,000.00 yearly.

Considering quantum of job at your institute, We suggest that you should involve 2 Technical persons so that call management attains desired satisfaction level. In that case our charges will be @ 1, 73,000.00 x 2 = Rs. 3,46,000.00 yearly.

Thanking you and expecting your favorable decision in this regard.

Yours faithfully,  
For OASYS Infocom Pvt. Ltd.

OASYS INFOCOM PVT. LTD.

Bhabesh Kr. Kola. S. Manager  
(Service manager)

Received

S. Bhattacharyya  
27/07/2020.

Approved  
Hinkaji 24/8/2020.

Hinkaji  
Principal  
Scottish Church College  
Kolkata



# Scottish Church College

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



Estd. 1830

**President**  
The Most Rev. Dr. P.C. Singh  
Moderator  
Church of North India

**Secretary**  
Dr. S.K. Mukherji

**Principal**  
Dr. Arpita Mukerji

**Vice-Principal**  
Dr. Supratim Das

SCC/Estate/WW/20-21/13

28<sup>th</sup> August, 2020

Oasys Infocom Pvt. Ltd.  
309, & B-12, 79 Lenin Sarani  
Kolkata- 700 013

Dear Sir,

**Sub : Renewal of Non-comprehensive IT Infrastructure Maintenance Support in the college**

**Ref : Letter BK/RAMC/0003/20-21 dated 28<sup>th</sup> April 2019**

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs. 1,73,000/- (Rupees One Lakh Seventy-three Thousand 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 ₹14,417/ 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.
- (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.

# Scottish Church College

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



Estd. 1830

(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.

The work order has to be read with the agreement of even date.

Yours truly,

*K Mukerji*

Dr. Arpita Mukerji  
Principal



Received  
Supratik Ghosh  
Oadys infocom Pvt. Ltd.  
8.9.20

*K Mukerji*  
Principal  
Scottish Church College  
Kolkata



# OASYS<sup>®</sup> INFOCOM PVT. LTD.



AN ISO 9001 : 2015 CERTIFIED ORGANISATION

CIN NO. : U30009WB1990PTC088232 • PAN NO. : AAACD4337R

OUR REF. NO. BK/RAMC/0134/20-21

DATE: 06.03.2021

To,  
Scottish Church College,  
1& 3 Urquhart Square,  
Kolkata 700006

SUB: PRAYER FOR EXTENSION FOR RENEWAL OF ANNUAL MAINTENANCE CONTRACT FOR IT INFRASTRUCTURE MAINTENANCE SUPPORT (WITHOUT SPARE).

Your Ref. No. SCC/Estate/WW/20-21/13 Dated.- 28/08/2020


Dear Sir,

This is to bring to your kind notice that on the basis of the above mentioned Annual Maintenance Contract, we are engaged in the Maintenance of Computer System at your esteemed organization. We sincerely hope that you are satisfied with our dedicated service.

In this regard please note that the existing contract will be expire on 30<sup>th</sup> April, 2021. We hereby request you to kindly extend the contract for another terms, keeping rate and other terms and conditions same as par existing.

Thanking you and expecting your favorable decision in this regard.

Yours faithfully,  
For Oasys Infocom Pvt-Ltd.

  
Bhabesh Kr. Koley  
Mobile: 9231906512



*Approved  
K. Koley  
10.3.21*

*K. Koley*  
Principal  
Scottish Church College  
Kolkata

'Commercial Point', Suite No. : 309 & B-12, 79 LENIN SARANI, KOLKATA - 700 013.

Phone : 2264-6642 / 6643 E-mail : contact@oasysinfo.com / oasyskol@gmail.com Web : www.oasysinfo.com



# Scottish Church College

College with Potential for Excellence

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



Estd. 1830

COLLEGE OFFICE  
PH: 2350 3862 EXT. 108/109

**President**  
The Most Rev. Dr. P.C. Singh  
Moderator  
Church of North India

SCC/Estate/WW/20-21/54

15<sup>th</sup> March 2021

OasysInfocom Pvt. Ltd.  
309, & B-12, 79 Lenin Sarani  
Kolkata- 700 013

**Secretary**  
Dr. S.K. Mukhaty

Dear Sir,

**Sub : Renewal of Non-comprehensive IT Infrastructure Maintenance Support**  
**Ref : Letter BK/RAMC/0134/20-21 dated 6<sup>th</sup> March, 2021**

**Principal**  
Dr. Arpita Mukerji .

With reference to your quotation stated above, we are pleased to place the work order for a total amount of Rs.1,73,000/- (Rupees one lakh seventy three thousand only, inclusive of GST) on the following terms and conditions.

**Vice-Principal**  
Dr. Supratim Das

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 ₹14,417/ 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

  
Principal  
Scottish Church College  
Kolkata



# Scottish Church College

College with Potential for Excellence

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



Estd. 1830

vendor for countersignature.

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,

*Arpita Mukerji*  
Dr. Arpita Mukerji  
Principal



*Received*  
*Sujoy Pramanik*  
*18/02/2021*

*Arpita Mukerji*  
Principal  
Scottish Church College  
Kolkata

# OTIS

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 - 700 006, WEST BENGAL

Date: May 22, 2020

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, 2020. 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, 2020 the elevator maintenance price in the existing contract be revised as under

Period	Aug'2020 To Jul'2021	Aug'2021 To Jul'2022	Aug'2022 To Jul'2023	Aug'2023 To Jul'2024	Aug'2024 To Jul'2025
Basic Amount (Yearly)	44,800.00 41,200.00	48,400	53,240	58,564	64,420
CGST(Rate 9%)	3708.00 4,800.00	as applicable			
SGST(Rate 9%)	3708.00 4,800.00				
Total Amount	48616.00 54,800.00				

Total Amount (Rounded off to nearest rupee): ~~54,920~~ 48,616.00

Rupees: ~~Fifty-one thousand nine hundred twenty only~~ Forty Eight Thousand Six Hundred Sixteen Only.

Previous Outstanding: 47,900

For any assistance required you may contact us on our 24 hour help line OTISLINE on toll free no. 1800222777 or our Customer Service Executive SARMI BANERJEE on his mobile no. 7595093136

Your's faithfully,

**OTIS ELEVATOR COMPANY (I) LTD**

Registered Office: Otis Elevator Company (India) Ltd.

31st Floor, 9th Floor, Mindspace, Link Road, Malad (West), Mumbai - 400 064. Tel.: (91-22) 0679 5151 / 2644 9700

(91-22) 2644 9791 / 9793 Email: response@otis.com www.otis.com

U29150MH1993PLC008158 PAN: AAAC00481E

Turn over

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

*Handwritten Signature*

Scottish Church College  
Manicktala, Azad Hind Bag  
Kolkata



# AGREEMENT FOR **OTIS MAINTENANCE**

## CONTRACT: OILING GREASING

Dated 06.07.2019 Between  
Otis Elevator Company (India) Limited (OTIS) and (THE CUSTOMER)

VICTORIA PARK, LEVEL 2  
BLOCK GN PLOT NO 37/2  
SECTOR V, SALT LAKE CITY  
KOLKATA 700 091  
GST: 19AAACO0481E1ZO

THE PRINCIPAL  
SCOTTISH CHURCH COLLEGE  
1 & 3 URQUHART SQUARE  
KOLKATA 700 006

CONTRACT NO: LW3221

We propose to furnish OTIS SERVICE on

elevator located at SCOTTISH CHURCH COLLEGE, 1 & 3 URQUHART SQUARE, KOLKATA  
from 01 Aug 2019 2019 and continuing thereafter until this agreement is terminated  
by 30 days' notice to that effect given in writing by either of us, by Registered Post.

This contract is restricted to the conditions detailed herein and does not include any other  
services or repairs, which would be covered by separate order.

It is agreed that we do not assume possession or control of any part of the equipment but  
such remains yours exclusively as the owner (or lessee) thereof.

**SPEED • EXPERTISE • CONCERN**

Otis Elevator Company (India) Limited, (Registered Office)  
9th Floor, Magnus Towers, Mindspace, Off Link Road, Malad (West), Mumbai - 400 064.  
Email : [response@otis.com](mailto:response@otis.com), CIN : U29150MH1953PLC009158 PAN : AAACO0481E  
Telephone : (91-22) 6679 5151/28449700, Fax : (91-22) 2844 9791/9793, [www.otis.com](http://www.otis.com)

*Handwritten Signature*  
Principal  
Scottish Church College



Our service technician will examine the equipment on a ..... basis.

During these visits our service technicians using product specific techniques will:

- (a) make minor adjustments.
- (b) clean the machine, motor and controller.
- (c) clean and lubricate hoistway equipment and entrances.
- (d) grease and oil bearings and guides.
- (e) conduct an annual equipment survey.
- (f) conduct an annual safety survey.
- (g) provide lubricating oils, greases and cleaning materials.
- (h) attend emergency minor adjustment 'call back' service during regular time.

All work is to be performed during our regular working hours of our regular working days, unless otherwise specified below. If overtime examinations or emergency minor adjustment callback service are not included in this agreement and are later requested by you, we will absorb the worked hours at single time rates and you will be charged extra for the overtime bonus hours only at our regular hourly billing rates.

We shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or act of God. Under no circumstances shall we be liable for consequential damages.

Consequential Damages :- Neither party shall be responsible for consequential nor indirect damages arising out of this contract.

The aggregate liability of Otis, whether under law or contract ( including for third party claims) shall be limited to 25% of the Contract Value.

You shall pay, in addition to price, any tax imposed or collected from us in respect of this transaction between yourself and ourselves, by any existing or future law (including but not limited to GST) becoming effective after the date of this proposal, including the amount of any tax imposed upon us, our suppliers or under any statute, court decision, rule or regulation, which is based upon or incidental to the transfer, use, ownership or possession of the material or equipment involved in the performance hereof or the service rendered hereunder.

In compliance with Section 171 of CGST Act 2017, the contract price has been determined after due consideration of the applicable taxes as on the relevant date (including but not limited to GST) on input side as well as on output side along with the available benefit of input tax credit as per the law.

**SPEED • EXPERTISE • CONCERN**

*Handwritten signature*

*Rs. 40,000.00 (Forty thousand only payable in yearly in advance)*  
~~Rs. 45250.00/- (Forty five thousand two hundred fifty only payable Yearly in advance)~~

PLUS CGST & SGST extra as applicable  
 Rs. 45250.00 + Rs. 4072.00 (CGST) + Rs. 4072.00 (SGST) = Rs. 53395.00  
*Rs. 40,000 + Rs. 3600 (CGST) + Rs. 3600 (SGST)*  
 = 47,200.00

Taxes/GST: Extra as applicable.



It is agreed between the customer and Otis that all disputes, differences and claims whatsoever which shall at any time arise between the parties hereto or their respective representatives concerning this Contract and all other documents in pursuance hereof as to the rights, duties, obligations or liabilities of the parties hereto respectively by virtue of this contract shall be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.

The customer agrees and accepts that Otis will be relieved from all the legal provisions/ claims, immediately in case of un-authorized repair/access/modification to the elevator done by any other person than Otis representative.

**Kolkata**

This contract shall be deemed to be concluded at ..... and only courts in this place shall have jurisdiction in the event of any dispute whatsoever.

All our employees are covered under the provision of ESI Act, or under the Workmen's Compensation Act, or the Company's Group Personal Accident Insurance Scheme, as the case may be.

This proposal, when accepted by you and approved by our authorized representative, shall constitute the contract between us, and all prior representations or agreement not incorporated herein are superseded.

Machine Numbers **W003221**

ACCEPTED

**OTIS ELEVATOR COMPANY (INDIA) LTD.**

Service Executive *Saurabh*

Contact No. *7595093336*



Signature: *K Mukerji*

Customer's Name: **ARPITA MUKERJI**

Title: **PRINCIPAL**

APPROVED for Otis Elevator Company (India) Ltd

\_\_\_\_\_ Date / / 201

Contact No: **9903002401**

Authorized Representative

Principal  
 Scottish Church College  
 Kolkata

**SPEED • EXPERTISE • CONCERN**



*Principal*  
 Scottish Church College  
 Kolkata

## Guidelines for your Safety

- Do not overload the elevator beyond the maximum number of persons specified on the capacity plate
- Do not stand in between doors / gates
- Do not put your hand in between the collapsible gates, you may lose your hand
- Do not attempt to stop a running elevator from the lobby by forcibly opening the inside door / gate or outside door / gate
- In case of automatic doors, do not step in or out until the elevator has stopped at the landing and the doors have opened fully
- The 'Stop' button / switch should only be used when it is absolutely necessary to stop the elevator
- Do not panic or try to open the car / landing door / gate or jump out of the elevator if it is stalled in between floors. Press the button marked Alarm / Bell to seek help
- Please do not smoke inside the elevator

*For any assistance, Call*

**OTIS TOLL FREE NUMBER: 1-800-22-7777**



Visit us at [www.otis.com](http://www.otis.com)

*Handwritten signature*

Scotish...  
K...  
OTIS

# AGREEMENT FOR OTIS MAINTENANCE

## CONTRACT: OILING GREASING

Dated 06.07.2019 Between  
Otis Elevator Company (India) Limited (OTIS) and (THE CUSTOMER)

VICTORIA PARK, LEVEL 2  
BLOCK GN PLOT NO 37/2  
SECTOR V, SALT LAKE CITY  
KOLKATA 700 091  
GST: 19AAACO0481E1ZO

THE PRINCIPAL  
SCOTTISH CHURCH COLLEGE  
1 & 3 URQUHART SQUARE  
KOLKATA 700 006

CONTRACT NO: LW3221

We propose to furnish OTIS SERVICE on

elevator located at SCOTTISH CHURCH COLLEGE, 1 & 3 URQUHART SQUARE, KOLKATA  
from 01 Aug 2019 201 and continuing thereafter until this agreement is terminated  
by 30 days' notice to that effect given in writing by either of us, by Registered Post.

This contract is restricted to the conditions detailed herein and does not include any other  
services or repairs, which would be covered by separate order.

It is agreed that we do not assume possession or control of any part of the equipment but  
such remains yours exclusively as the owner (or lessee) thereof.

**SPEED • EXPERTISE • CONCERN**

Otis Elevator Company (India) Limited, (Registered Office)  
9th Floor, Magnus Towers, Mindspace, Off Link Road, Malad (West), Mumbai - 400 064.  
Email : [response@otis.com](mailto:response@otis.com), CIN : U29150MH1953PLC009158 PAN : AAACO0481E  
Telephone : (91-22) 6379 5151/28449700, Fax : (91-22) 2644 9791/9793, [www.otis.com](http://www.otis.com)

Our service is provided with the equipment on a  
basis:

During these visits our service technician using product specific techniques will:

- (a) make minor adjustments
- (b) clean the machine, motor and controller.
- (c) clean and lubricate hoistway equipment and entrances.
- (d) grease and oil bearings and guides.
- (e) conduct an annual equipment survey.
- (f) conduct an annual safety survey.
- (g) provide lubricating oils, greases and cleaning materials.
- (h) attend emergency minor adjustment 'call back' service during regular time.

All work is to be performed during our regular working hours of our regular working days, unless otherwise specified below. If overtime examinations or emergency minor adjustment callback service are not included in this agreement and are later requested by you, we will absorb the worked hours at single time rates and you will be charged extra for the overtime bonus hours only at our regular hourly billing rates.

We shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or act of God. Under no circumstances shall we be liable for consequential damages.

Consequential Damages :- Neither party shall be responsible for consequential nor indirect damages arising out of this contract.

The aggregate liability of Otis, whether under law or contract ( including for third party claims) shall be limited to 25% of the Contract Value.

You shall pay, in addition to price, any tax imposed or collected from us in respect of this transaction between yourself and ourselves, by any existing or future law (including but not limited to GST) becoming effective after the date of this proposal, including the amount of any tax becoming effective after the date of this proposal, including the amount of any tax imposed upon us, our suppliers or under any statute, court decision, rule or regulation, which is based upon or incidental to the transfer, use, ownership or possession of the material or equipment involved in the performance hereof or the service rendered hereunder.

In compliance with Section 171 of CGST Act 2017, the contract price has been determined after due consideration of the applicable taxes as on the relevant date (including but not limited to GST) on input side as well as on output side along with the available benefit of input tax credit as per the law.

**SPEED ● EXPERTISE ● CONCERN**

*Rs. 40,000.00 (Forty thousand only payable in yearly advance)*  
*Rs. 45250.00/- (Forty-five thousand two hundred fifty only payable Yearly in advance)*

PLUS CGST & SGST extra as applicable

Rs. 45250.00 + Rs. 4072.00 (CGST) + Rs. 4072.00 (SGST) = Rs. 53395.00

*Rs. 40,000 + Rs. 3600 (CGST) + Rs. 3600 (SGST)*  
*= 47,200.00*



Taxes/GST: Extra as applicable.

It is agreed between the customer and Otis that all disputes, differences and claims whatsoever which shall at any time arise between the parties hereto or their respective representatives concerning this Contract and all other documents in pursuance hereof as to the rights, duties, obligations or liabilities of the parties hereto respectively by virtue of this contract shall be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.

The customer agrees and accepts that Otis will be relieved from all the legal provisions/ claims, immediately in case of un-authorized repair/access/modification to the elevator done by any other person than Otis representative.

**Kolkata**

This contract shall be deemed to be concluded at ..... and only courts in this place shall have jurisdiction in the event of any dispute whatsoever.

All our employees are covered under the provision of ESI Act, or under the Workmen's Compensation Act, or the Company's Group Personal Accident Insurance Scheme, as the case may be.

This proposal, when accepted by you and approved by our authorized representative, shall constitute the contract between us, and all prior representations or agreement not incorporated herein are superseded.

Model Numbers: **W003221**

ACCEPTED

OTIS ELEVATOR COMPANY (INDIA) LTD.

Service Executive: *Sannu Bapat*

Contact No. *7595093130*



Signature: *Khinkuji*

APPROVED for Otis Elevator Company (India) Ltd.

Customer's Name: **ARPITA MUKERJI**

Date: / / 201

Title: **PRINCIPAL**

Contact No: **9903002401**

Authorized Representative

Principal  
 Scottish Church College  
 Kolkata

**SPEED • EXPERTISE • CONCERN**



*Khinkuji*  
 Principal  
 Scottish Church College  
 Kolkata

# A AGREEMENT FOR **OTIS MAINTENANCE**

## CONTRACT: OILING GREASING

Dated 06.07.2019 Between  
Otis Elevator Company (India) Limited (OTIS) and (THE CUSTOMER)

VICTORIA PARK, LEVEL 2  
BLOCK GN PLOT NO 37/2  
SECTOR V, SALT LAKE CITY  
KOLKATA 700 091  
GST: 19AAACO0481E1ZO

THE PRINCIPAL  
SCOTTISH CHURCH COLLEGE  
1 & 3 URQUHART SQUARE  
KOLKATA 700 006

CONTRACT NO: LW3221

We propose to furnish OTIS SERVICE on

elevator located at SCOTTISH CHURCH COLLEGE, 1 & 3 URQUHART SQUARE, KOLKATA

from 01 Aug 2019 201   and continuing thereafter until this agreement is terminated  
by 30 days' notice to that effect given in writing by either of us, by Registered Post.

This contract is restricted to the conditions detailed herein and does not include any other  
services or repairs, which would be covered by separate order.

It is agreed that we do not assume possession or control of any part of the equipment but  
such remains yours exclusively as the owner (or lessee) thereof.

**SPEED • EXPERTISE • CONCERN**

Otis Elevator Company (India) Limited, (Registered Office)  
9th Floor, Magnus Towers, Mindspace, Off Link Road, Malad (West), Mumbai - 400 064.  
Email : [response@otis.com](mailto:response@otis.com), CIN : U29150MH1953PLC009158 PAN : AAACO0481E  
Telephone : (91-22) 6679 5151/28449700, Fax : (91-22) 2844 9791/9793, [www.otis.com](http://www.otis.com)

**OTIS**  
E.C.A.  
*K. H. Chatterjee*  
Principal  
Scottish Church College  
Kolkata



Our service technician will examine the equipment on a ..... basis.

During these visits our service technician using product specific techniques will:

- (a) make minor adjustments
- (b) clean the machine, motor and controller
- (c) clean and lubricate hoistway equipment and entrances.
- (d) grease and oil bearings and guides.
- (e) conduct an annual equipment survey.
- (f) conduct an annual safety survey.
- (g) provide lubricating oils, greases and cleaning materials.
- (h) attend emergency minor adjustment 'call back' service during regular time.

All work is to be performed during our regular working hours of our regular working days, unless otherwise specified below. If overtime examinations or emergency minor adjustment callback service are not included in this agreement and are later requested by you, we will absorb the worked hours at single time rates and you will be charged extra for the overtime bonus hours only at our regular hourly billing rates.

We shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or act of God. Under no circumstances shall we be liable for consequential damages.

Consequential Damages :- Neither party shall be responsible for consequential nor indirect damages arising out of this contract.

The aggregate liability of Otis, whether under law or contract (including for third party claims) shall be limited to 25% of the Contract Value.

You shall pay, in addition to price, any tax imposed or collected from us in respect of this transaction between yourself and ourselves, by any existing or future law (including but not limited to GST) becoming effective after the date of this proposal, including the amount of any tax becoming effective after the date of this proposal, including the amount of any tax imposed upon us, our suppliers or under any statute, court decision, rule or regulation, which is based upon or incidental to the transfer, use, ownership or possession of the material or equipment involved in the performance hereof or the service rendered hereunder.

In compliance with Section 171 of CGST Act 2017, the contract price has been determined after due consideration of the applicable taxes as on the relevant date (including but not limited to GST) on input side as well as on output side along with the available benefit of input tax credit as per the law.

**SPEED ● EXPERTISE ● CONCERN**

*Rs. 40,000.00 (Forty thousand only payable in yearly in advance)*  
Rs. 45250.00/- (Forty-five thousand two hundred fifty only payable Yearly in advance)

PLUS CGST & SGST extra as applicable

Rs. 45250.00 + Rs. 4072.00 (CGST) + Rs. 4072.00 (SGST) = Rs. 53395.00

*Rs. 40,000 + Rs. 3600 (CGST) + Rs. 3600 (SGST)*  
*= 47,200.00*

Taxes/GST : Extra as applicable.



It is agreed between the customer and Otis that all disputes, differences and claims whatsoever which shall at any time arise between the parties hereto or their respective representatives concerning this Contract and all other documents in pursuance hereof as to the rights, duties, obligations or liabilities of the parties hereto respectively by virtue of this contract shall be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.

The customer agrees and accepts that Otis will be relieved from all the legal provisions/ claims, immediately in case of un-authorized repair/access/modification to the elevator done by any other person than Otis representative.

Kolkata

This contract shall be deemed to be concluded at ..... and only courts in this place shall have jurisdiction in the event of any dispute whatsoever.

All our employees are covered under the provision of ESI Act, or under the Workmen's Compensation Act, or the Company's Group Personal Accident Insurance Scheme, as the case may be.

This proposal, when accepted by you and approved by our authorized representative, shall constitute the contract between us, and all prior representations or agreement not incorporated herein are superseded.

Machine Numbers **W003221**

ACCEPTED

OTIS ELEVATOR COMPANY (INDIA) LTD.

Service Executive *Suman*

Contact No. *7595093136*



Signature: *Khanduj*

APPROVED for Otis Elevator Company (India) Ltd.

Customer's Name: *ARPITA MUKERJI*

Title: *PRINCIPAL*

Contact No: *9903002401*

Authorized Representative

Principal  
Scottish Church College  
Kolkata

SPEED • EXPERTISE • CONCERN

*Khanduj*  
Principal  
Scottish Church College  
Kolkata



## Guidelines for your Safety

- Do not overload the elevator beyond the maximum number of persons specified on the capacity plate
- Do not stand in between doors / gates
- Do not put your hand in between the collapsible gates, you may lose your hand
- Do not attempt to stop a running elevator from the lobby by forcibly opening the inside door / gate or outside door / gate
- In case of automatic doors, do not step in or out until the elevator has stopped at the landing and the doors have opened fully
- The 'Stop' button / switch should only be used when it is absolutely necessary to stop the elevator
- Do not panic or try to open the car / landing door / gate or jump out of the elevator if it is stalled in between floors. Press the button marked Alarm / Bell to seek help
- Please do not smoke inside the elevator

*For any assistance, Call*

**OTIS TOLL FREE NUMBER: 1-800-22-7777**



Visit us at: [www.otis.com](http://www.otis.com)

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

REF/SCC/TIC/AMC/17-'18

8<sup>th</sup> December, 2017

Das Enterprise  
2A Ganesh Chandra Avenue  
"Commerce House" Ground Floor, Room No. 12A  
Kolkata- 700 013

Sub: Annual Maintenance Contract for Photocopy Machine (Make: Canon;  
Model No: IR2520)

Ref: Your quotation dated 28.11.2017

Sir,

As per your proposal dated 28-11-2017, you are required to provide us with the service (Option - 1) under the terms and conditions mentioned against the payment of Rs.12000/(GST extra) per year.

The period of contract is valid from 15<sup>th</sup> December 2017 to 14<sup>th</sup> December, 2018.

Thanking you.

*K. Mukerji*  
Dr. A. Mukerji  
Teacher -in- Charge



*K. Mukerji*  
Principal  
Scottish Church College  
Kolkata

# Das Enterprise

The Copier People

Dated: 28/11/2017

To: scottish church college  
1 & 3 Urquhart Square  
Kolkata- 700 006

## Sub: AMC Quotation for Copier Machine

Sir,

We, "Das Enterprise" are authorized sales & service dealer of CANON. We have different options regarding maintenance of digital copier as follows.

**OPTION 1**  
Das Enterprise shall provide service with **FULL ANNUAL SERVICE & MAINTENANCE CONTRACT** with following conditions charge @ **Rs.10000.00 + GST Per annum.**

A) Das Enterprise will, provide service with the spare parts (except consumable like Developer, Toner) without additional charge to keep the equipment in good working order.

B) Das Enterprise shall provide service & repair during its normal working hours on normal working days.

C) Das Enterprise shall be entitled to charge additional for services required outside of the normal working hours and working days.

D) Repairs/maintenance undertaken by persons other than authorized by us.

E) Repairs/maintenance undertaken by persons other than authorized by us, occasioned by customer's use of parts, Toner, Developer, Photoconductor Drum that are not as per approved specifications.

**OPTION 2**  
Das Enterprise shall provide service with **FULL ANNUAL SERVICE CONTRACT** with following terms and conditions charge @ **Rs.6000.00 + GST Per annum.**

A) Das Enterprise will, provide service only for the parts that require inclusive consumable like Drum, Toner will be supplied by additional charge to keep the equipment in good working order.

B) Das Enterprise shall provide service & repair during its normal working hours on normal working days.

C) Das Enterprise shall be entitled to charge additionally for:

D) Services required outside of the normal working hours and working days.

E) Repairs/maintenance undertaken by persons other than authorized by us, occasioned by customer's use of parts, Toner, Developer, Photoconductor Drum that are not as per approved specifications.

We are waiting for your response.

Thanking you

For, Das Enterprise  
Chinmoy Roy  
Mobile 9830950637

✓ IMC 29.11.17 (rounded)  
24.11.17  
8/12/17

AV  
9/12/17

*H. Mukherjee*  
Principal  
Scottish Church College  
Kolkata

## DECLARATION FOR ACCEPTANCE

We do hereby agree with the above terms and conditions between dated from ..... To ..... For the Equipment/s

<p>IR 2520 No: 0XK 03929 OPTION: 1 DATE: COMPANY(Sign&amp;Date)</p>	<p>THE CUSTOMER(Sign&amp;Date) Signature</p>
---	--

This form will not treat as original A.M.C. Without Payment Document & Bill

*K. K. K.*  
Principal  
Scottish Church College  
Kolkata

Ref. No. - DE/SM/12/2018-19  
Dated: 07/12/2018

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

**Sub : End of A.M.C Period, send Renewal Proposal**

Dear Sir,

We are informing you that your Photocopier Machine make Canon model IR2520, date of A.M.C period from 15/12/2017 to 14/12/2018. A.M.C period has been over on 14/12/2018. We are requesting you to make an A.M.C Renewal with our company for uninterrupted service. We are therefore sending the AMC Renewal proposal for your consideration. For further clarification please call us at 9830950636.

Thanking You.

**For Das Enterprise**

Sukumar Das



Approved  
H. Mukherjee  
19.12.18.

H. Mukherjee  
Principal  
Scottish Church College  
Kolkata

Dated: 07/12/2018

To,  
Scottish Church College,  
1&3 Urquhart Square, Kolkata-700006.

**Sub: AMC Quotation for Copier Machine**

Sir,

We, "Das Enterprise" are authorized sales & service dealer of CANON. We have different options regarding maintenance of digital copier as follows.

Das Enterprise shall provide service with **FULL ANNUAL SERVICE & MAINTENANCE CONTRACT** with following terms and conditions charge @ Rs.12000.00 +18% GST Per annum.

- a) Das Enterprise will, provide service inclusive of the Spare Parts as will require (Except consumable like Drum, Developer, Toner) without additional charges to keep The Equipment in good working order. †
- b) Das Enterprise shall provide service & repair The Equipment during its normal working hours on normal working days.
- c) Das Enterprise shall be entitled to charge additionally for :
  - 1) Any services required outside of the normal working hours and working days.
  - 2) Services occasioned due to defects arising out of repairs/maintenance undertaken by persons other than those authorized by us.
  - 3) Services occasioned by customer's use of parts, Toner, Developer, Photoconductor Drum that are not as per approved specifications.

We are waiting for your response.

Thanking you

For, Das Enterprise



*Handwritten Signature*  
Principal  
Scottish Church College  
Kolkata



**DECLARATION FOR ACCEPTANCE**

We do here by agree with above terms and conditions between dated from 15/12/18  
.....To 14/12/19 For the Equipment/s.

MAKE : Canon

MODEL : iR2520

SERIAL NO : QYK03929

ACCEPTED OPTION :

EFFECTIVE DATE : 15/12/18

THE COMPANY(Sign&Date)



THE CUSTOMER(Sign&Date)

Signature K. H. Das 10.1.19.

This form will not treat as original A.M.C. Without Payment Document & Bill

K. H. Das  
Principal  
Scottish Church College  
Kolkata

Date: 14/12/2019

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

**Sub : End of A.M.C Period, send Renewal Proposal**

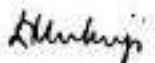
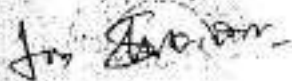
Dear Sir,

We are informing you that your Photocopier Machine make Canon model IR2520, date of A.M.C period from 15/12/2018 to 14/12/2019. A.M.C period has been over on 14/12/2019. We are requesting you to make an A.M.C Renewal with our company for uninterrupted service. We are therefore sending the AMC Renewal proposal for your consideration. For further clarification please call us at 9830950636.

Thanking You.

**For Das Enterprise**

Sukumar Das



Dated: 16/12/2019

To,  
Scottish Church College,  
1&3 Urquhart Square, Kolkata-700006.

**Sub: AMC Quotation for Copier Machine**

Sir,

We, "Das Enterprise" are authorized sales & service dealer of CANON. We have different options regarding maintenance of digital copier as follows.

**Das Enterprise shall provide service with FULL ANNUAL SERVICE & MAINTENANCE CONTRACT with following terms and conditions charge @ Rs.12000.00 + 18% GST Per annum.**

- a) Das Enterprise will, provide service inclusive of the Spare Parts as will require (Except consumable like Drum, Developer, Toner) without additional charges to keep The Equipment in good working order.
- b) Das Enterprise shall provide service & repair The Equipment during its normal working hours on normal working days.
- c) Das Enterprise shall be entitled to charge additionally for:
  - 1) Any services required outside of the normal working hours and working days.
  - 2) Services occasioned due to defects arising out of repairs/maintenance undertaken by persons other than those authorized by us.
  - 3) Services occasioned by customer's use of parts, Toner, Developer, Photoconductor Drum that are not as per approved specifications.

We are waiting for your response.

Thanking you

For, Das Enterprise



*K. Sankar*

DECLARATION FOR ACCEPTANCE

We do here by agree with above terms and conditions between dated from 15/12/19 To 14/12/20 For the Equipment/s.

MAKE : Canon

MODEL : IR2520

SERIAL NO : QYK03929

ACCEPTED OPTION :

EFFECTIVE DATE : 15/12/19

THE COMPANY (Sign & Date)

Signature



THE CUSTOMER (Sign & Date)

Signature

K. K. K. 18.12.19  
Principal  
Scottish Church College  
Kolkata

This form will not treat as original A.M.C. Without Payment Document & Bill

K. K. K.

Principal  
Scottish Church College  
Kolkata

Date: 14/12/2020  
Ref. No-DE/SD/AMC/50/2020-21  
To,  
Scottish Church College,  
1 & 3 Urquhart Square,  
Kolkata-700006.

**Sub : End of A.M.C Period, send Renewal Proposal**

Dear Sir,

We are informing you that your Photocopier Machine make Canon model 2520, date of A.M.C period from 15/12/2019 to 14/12/2020. A.M.C period has been over on 14/12/2020. We are requesting you to make an A.M.C Renewal with our company for uninterrupted service. We are therefore sending the AMC Renewal proposal for your consideration. For further clarification please call us at 9830950636.

Thanking You.

**For Das Enterprise**



*H. Chatterjee*  
Principal  
Scottish Church College  
Kolkata

Date: 14/12/2020  
Ref. No-DE/SD/AMC/50/2020-21  
To,  
Scottish Church College,  
1&3 Urquhart Square,  
Kolkata-700006.

**Sub: AMC Quotation for Copier Machine**

Sir,

We, "Das Enterprise" are authorized sales & service dealer of **CANON**. We have different options regarding maintenance of digital copier as follows.

Das Enterprise shall provide service with **FULL ANNUAL SERVICE & MAINTENANCE CONTRACT** with following terms and conditions charge @ **Rs.12000.00 +18% GST Per annum**.

- a) Das Enterprise will, provide service inclusive of the Spare Parts as will require (Except consumable like Drum, Developer, Toner) without additional charges to keep The Equipment in good working order.
- b) Das Enterprise shall provide service & repair The Equipment during its normal working hours on normal working days.
- c) Das Enterprise shall be entitled to charge additionally for:
  - 1) Any services required outside of the normal working hours and working days.
  - 2) Services occasioned due to defects arising out of repairs/maintenance undertaken by persons other than those authorized by us.
  - 3) Services occasioned by customer's use of parts, Toner, Developer, Photoconductor Drum that are not as per approved specifications.

We are waiting for your response.

Thanking you

**For Das Enterprise**



*H. H. H. H.*  
Principal  
Scottish Church College  
Kolkata

DECLARATION FOR ACCEPTANCE

We do here by agree with above terms and conditions between dated from 15/12/2020 To 14/12/2021 For the Equipment/s.

MAKE : Canon

MODEL : iR2520

SERIAL NO : QYK03929

EFFECTIVE DATE : 15/12/2020

THE COMPANY(Sign&Date)

Signature



*Handwritten signature*

THE CUSTOMER(Sign&Date)

Signature

This form will not treat as original A.M.C. Without Payment Document & Bill

*Handwritten signature*

Principal  
Scottish Church College  
Kolkata



REF: SCC/PR/AMC/160412/01

OFFICE OF THE PRINCIPAL  
Ph.033 2350 3862 Ext. 101

12<sup>th</sup> April 2016

J.J. Service  
123/1A APC Road  
Kolkata- 6

**Subject: Annual Maintenance of Sound Box and Microphones**

Dear Sir,

As per your proposal dated 15.3.2016, you are required to provide us with the service under the terms and conditions mentioned in the proposal. The period of contract is valid from 01.04.2016 up to 31.03.2017

Thanking you.

(Dr. Amit Abraham)  
Principal

Principal  
Scottish Church College  
Kolkata - 700 006

Received e  
Jayanta Biswas  
19/4/2016

Principal  
Scottish Church College  
Kolkata



PHONE: (033) 2350-4224  
MOBILE: 9748000484

## J. J. SERVICE

Work of CARPENTER, PLUMBER, RAJ & PAINTER &  
ELECTRICAL WORTKS.

PROP: JAYANTA BISWAS

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

To  
The Principal  
Scottish Church College,  
2&3, Urquhart Square  
Kolkata - 700 006.

Date: 15.03.2016

**Re: Revised Estimate of Regular Service for Sound Box & Microphone w.e.f. from April, 2016 to March, 2017.**

Sir,

I would like to submit my offer for the regular service for Sound Box & Microphone including minor repairing etc. I am given my rates as follows: -

Regular Service & Maintenance for Sound Box & Microphone, including minor repairing with Battery (if needed) under Class Rooms, 3,5,6,7,8,9,10,N-1, 14, 20, & 28	@ Rs. 3,500/- per month x 12 months	Rs. 42,000.00
Less: Holiday for 3 months @ 3,500/- x 3 months		Rs. 10,500.00
	Total	<u>Rs. 31,500.00</u>

The above rates only valid for 1 (One) year.

**Terms & Condition:**

Regular Service except Holiday  
Payment to be made month wise.

Thanking you for your kind approval.

Yours faithfully,  
For J. J. SERVICE

Jayanta Biswas.

Encl: -  
Xerox copy of previous  
Approval letter.

*Quotation received*

*S. Bhattacharyya,*  
*11.4.2016*

*M. Manna*  
*11.4.2016*  
Secretary, The Senate,  
Scottish Church College

*Amir*

*Khulsi*  
Principal  
Scottish Church College  
Kolkata



REF : SCC/TIC/AMC

11<sup>th</sup> April 2017

J.J.Service

123/ 1A APC Road

Kolkata - 700 006

**Subject : Annual Maintenance of Sound Box and Microphones**

Dear Sir,

As per your proposal dated 02-03-2017, you are required to provide us with the service under the terms and conditions mentioned in the proposal. The period of contract is valid from 01-04-2017 up to 31-03-2018.

Thanking you

*A Mukerji*  
Dr. A. Mukerji  
(Teacher - In - Charge)

*Received*  
*Jayanta Biswas*  
*21/4/2017*

*A Mukerji*  
Principal  
Scottish Church College  
Kolkata

PHONE: (033) 2350-4224  
MOBILE: 974800464

# J. J. SERVICE

Work of CARPENTER, PLUMBER, RAJ & PAINTER &  
ELECTRICAL WORKS.  
PROP: JAYANTA BISWAS  
123/1A, A. P. C. ROAD, KOLKATA - 700006

To  
The Teacher In-Charge  
Scottish Church College,  
1&3, Urquhart Square  
Kolkata - 700 006.

Date: 02.03.2017

**Re: Revised Estimate of Regular Services for Sound Box and  
Microphone w.e.f. from April, 2017 to March, 2018.**

Sir,

I would like to submit my offer for the regular service for Sound Box & Microphone including minor repairing etc. I am given my rates as follows:

Regular Service & Maintenance for Sound Box & Microphone, including minor repairing with Battery (if needed) under Class Rooms, 3,5,6,7,8,9,10, N-1 14, 20 & 28	@ Rs. 3,500/- per month x 12 months	Rs. 42,000.00
Less: Holiday for 3 months @ 3,500/- x 3 Months.		<u>Rs. 10,500.00</u> <u>Rs. 31,500.00</u>

The above rates only valid for 1 (One) year

Terms & Condition:

Regular Service except Holiday  
Payment to be made month wise

Thanking you for your kind approval

Yours faithfully  
For J.J. SERVICE

J. J. SERVICE  
Jayanta Biswas,  
Proprietor

Encl<sup>o</sup>  
Xerox copy of Previous  
Approval Letter.

M. N. S.  
30/3/17

30/3/17

H. K. S.  
Principal  
Scottish Church College  
Kolkata

PHONE: (033) 2350-4224  
MOBILE: 9748000484

## J. J. SERVICE

Work of CARPENTER, PLUMBER, RAJ & PAINTER &  
ELECTRICAL WORKS.

PROP: JAYANTA BISWAS

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

PAN : AX04PB455BP

Date: 12.03.2018

To  
The Teacher In-Charge,  
Scottish Church College  
1&3, Urquhart Square  
Kolkata - 700 006.

Sub: The annual Service & Maintenance for Sound Box, Microphone, including minor repairing has been expired on 31<sup>st</sup> March, 2018. And request you to kindly renew the same and also consider for enhancement of Rate as per present market schedule.

Ref: Your last Annual Maintenance Contract ref. No. SCC/TIC/AMC dated 11<sup>th</sup> April, 2017.

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 14,20,& 28<sup>th</sup> excluding the Holidays for Summer Vacation and Puja Vacation .

The Rate was as per last contract was Rs. 3,500/- per month and the total Contract value was 31,500/-

*Approved  
13/4/18*

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

Therefore I request your kind honour to kindly renew the Annual Maintenance Contract and for the act of your kindness I shall remain ever grateful to you.

With regards,

Yours faithfully

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

*L. Mukherjee*  
Principal  
Scottish Church College  
Kolkata

# J. J. SERVICE

Work of CARPENTER, PLUMBER, RAJ & PAINTER &  
ELECTRICAL WORKS.

PROP: JAYANTA BISWAS

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

FAN : AX01PB4558P

To  
23/03/2019  
Principal  
Scottish Church College  
Kolkata - 700 006

Date : 23.03.2019

Sub. : The annual service & Maintenance for Sound Box, Microphone, including minor repairing has been expired on 31<sup>st</sup> March, 2018. And request you to kindly renew the same and also consider for enhancement of Rate as per present market schedule.

Ref. : Your last Annual Maintenance Contract ref. No. SCC/TIC/AMC dated 1<sup>st</sup> April 2019. To 31.03.2020.

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, 20, & 28 excluding the Holidays Summer Vacation and Puja Vacation.

The Rate was as per last contract was Rs. 3,500/- 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 increased. Therefore I would request your good office to kindly consider our case sympathetically enhance the Annual Contract Rate as you think best and proper.

Therefore I request your kind honour to kindly renew the Annual Maintenance Contract and for the act of your kindness I shall remain ever grateful to you.

With regards,

Yours faithfully,

J. J. SERVICE

Jayanta Biswas  
Proprietor

Approved  
K. Mukherjee 25.4.19.

K. Mukherjee  
Principal  
Scottish Church College  
Kolkata

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

REF: SCC/PR/AMC/160426/05

OFFICE OF THE PRINCIPAL  
Ph:033 2350 3862 Ext. 101

26<sup>th</sup> April 2016

Aqua Guardian  
19E/H/24 Goabagan Styreet  
Kolkata 700 006

**Sub: Annual Maintenance Contract against maintenance of Water Purifier & Cooler**

Dear Sir

This has reference to your proposal dated 02/04/2016. You are requested to provide us with the service under the Terms and Conditions mentioned in the proposal.

The period of contract is valid from 01/04/2016 up to 31/03/2017.

Thanking you

Yours truly

Dr. Amit Abraham  
Principal

Principal  
Scottish Church College  
Kolkata-700 008

Received  
P.L.  
27/4/16

*M. K. Das*

Principal  
Scottish Church College  
Kolkata



**AQUA GUARDIAN**

Pure | or Sure & Safety

12/01/14  
21 27/11/16

Date 02/04/2016

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

Sub: Agreement of water Purifier AMC & water cooler.

Sir,

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 submited with our quation, the AMC will be starting from 1<sup>st</sup> apr 2016.

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,  
Ko'kata-700 006  
Mob 9231575191/903868094

*Maity*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0032

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

4/2/2016 24/2016

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT)	1	890
2	COMPACT ( B.E.D )	1	890
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	890
4	(CHEMISTRY DUFF BUILDING GRND FLR)	1	890
5	COMPACT ( CANTEEN )	1	890
6	COMPACT (COMPUTER SCIENCE )	1	890
7	COMPACT ( MICRO BIOLOGY )	1	890
8	COMPACT ( CHEMISTRY LAB )**	1	890
9	COMPACT ( PHYSICS )	1	890
10	CLASSIC(CHEMISTRY OFF)	1	890
11	CLASSIC(POST GRADUATE)	1	890
12	COMPACT (MAIN STUFF ROOM)	1	890
13	HOFLO( BOTANY)	1	990
14	HOFLO( LIBRARY)	1	990
15	HIFLO(MAZAINE FLR)	1	990
16	INOVA CB (B.B.A)	1	990
			14640

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

For Aqua Guardian

*P. Maity*  
Service Signature

**AQUA GUARDIAN**

19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob. 9231575191/903868094

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

*Quotation received*  
*S. Bhattacharya*  
*9.2.16*

*M. Manna*  
Secretary, The Senatus  
Scottish Church College

*K. Bhattacharya*  
Principal  
Scottish Church College  
Kolkata





# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01.0032

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

4/2/2016

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	2800
2	COMPACT ( B.E.D )	1	2800
3	HIFLO (LIBRARY)	1	2800
4	COMPACT (COMPUTER SCIENCE )	1	2800
5	COMPACT ( CHEMISTRY LAB )	1	2800
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL			14000

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

For Aqua Guardian

*P. Maity*  
Service Signature

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

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868094

*Quotation received*

*S. Bhattacharya*

*4.2.16*

*U. Hanna*  
Secretary, The Senatus  
Scottish Church College

*K. Bhattacharya*  
Principal  
Scottish Church Coll  
Kolkata

# Scottish Church College

NAAC-accredited Grade A Institution  
College with Potential for Excellence (UGC)



ESTD. 1830

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

TEACHER-IN-CHARGE  
Ph: 033 2350 3862 Ext: 105  
email: tic@scottishchurch.ac.in

REF : SCC/TIC/AMC

11<sup>th</sup> April 2017

Aqua Guardian  
19E/H/24 , Goabagan Street  
Kolkata - 700 006

Sub: Annual Maintenance Contract against maintenance of Water Purifier & Cooler

Dear Sir,

As per your proposal dated 02-03-2017, you are required to provide us with the service under the terms and conditions mentioned in the proposal . The period of contract is valid from 01-04-2017 up to 31-03-2018.

Thanking you,

*A. Mukerji*  
A. Mukerji  
Teacher - In - Charge

*Received  
P. Ghosh  
20/4/17*

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

*A. Mukerji*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

Pure for Sure & Safety

Date..03/03/2017.....

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

Sub: Agreement of water Purifier AMC & water cooler.

Sir,

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 submectted with our quotation the AMC will be starting from 1<sup>st</sup> apr 2017.

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  
Mob 9231575191/903868094

*H. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0037

TO The Teacher-in-Charge  
Scottish Church College  
1&3 urquart street  
kol-700006

3/4/2017

Kind Atten:- AMC FOR WATERPURIFIER

BL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	890
2	COMPACT ( B.E.D )	1	890
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	890
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	890
5	COMPACT ( CANTEEN )	1	890
6	COMPACT (COMPUTER SCIENCE )	1	890
7	COMPACT ( MICRO BIOLOGY )	1	890
8	COMPACT ( CHEMISTRY LAB )**	1	890
9	COMPACT ( PHYSICS )	1	890
10	CLASSIC(CHRMISTRY OFF)	1	890
11	CLASSIC(POST GRADUATE)	1	890
12	COMPACT (MAIN STUFF ROOM)	1	890
13	HOFLO( BOTANY)	1	990
14	HOFLO( LIBRARY)	1	990
15	HIFLO(MAZAINE FLR)	1	990
16	HIFLO(LADIES COMON ROOM)	1	990
17	COMPACT(PHYSIC FRONT GATE)	1	890
18	COMPACT(MILLENUM BUILDING GRND FLOOR)	1	890
19	INOVA CB (B.B.A)	1	990
TOTALS/EVENTS/ROLLS/NOTES/AMOUNTS			17410

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

For Aqua Guardian  
*P. Maity*  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868094

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

*M. Maity*  
*30/3/17*

*24*  
*30/3/17*

*Shankar*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUOTATION

CUSTOMER NAME & ADDRESS

01/0032

TO The Teacher-In-Charge  
Scottish Church College  
183 Arquant street  
kol-700006

34/2017

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	2800
2	COMPACT ( B.E.D )	1	2800
3	HIFLO (LIBRARY)	1	2800
4	COMPACT (COMPUTER SCIENCE )	1	2800
5	COMPACT ( CHEMISTRY LAB )	1	2800
6	HIFLO (LADIES COMMON ROOM)	1	2800
7	COMPACT (PHYSIC FRONT GATE)	1	2800
8	COMPACT (MILLENIUUM BUILDING GNRND FLOOR)	1	2800
9			
10			
11			
12			
13			
14			
15			
TOTAL			22400

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

For Aqua Guardian

*P. Maity*  
Service Signature

### AQUA GUARDIAN

19E/H/24, Goabagan Street,  
Kolkata-700 006

Moh 9231575191/903868094

Reg.off.: 18Belu/24 Goabagan Street Kolkata-700006 Ph.no. : 9231675191/9143093123

M. Maity  
30/3/17

KY  
30/3/17

*M. Maity*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

Pure for Sure & Safety

Date. 27.2.2018.....

To,  
The Teacher in charge,  
M/S, Scottish Church College  
1&3 Urquart Street,  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir,

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 2018.

Thanking you and looking forward for your kind co-operations.

For AQUA GUARDIAN.

Prasenjit Maity  
(Service Head)

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868894

given on 14.4.18

Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0037

TO The Teacher in Charge  
Scottish Church College  
1&3 urquart street  
kol-700006

3/4/2018

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT)	1	890
2	COMPACT ( B.E.D )	1	890
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	890
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	890
5	COMPACT ( CANTEEN )	1	890
6	COMPACT (COMPUTER SCIENCE )	1	890
7	COMPACT ( MICRO BIOLOGY )	1	890
8	COMPACT ( CHEMISTRY LAB )**	1	890
9	COMPACT ( PHYSICS )	1	890
10	CLASSIC(CHEMISTRY OFF)	1	890
11	CLASSIC(POST GRADUATE)	1	890
12	COMPACT (MAIN STUFF ROOM)	1	890
13	HOFLO( BOTANY )	1	890
14	HOFLO( LIBRARY)	1	890
15	COMPACT(MAZAINE FLR)	1	890
16	HIFLO(LEDIES COMON ROOM)	1	890
17	COMPACT(PHYSIC FRONT GATE)	1	890
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	890
19	INOVA CB (B.B.A)	1	890
	C.G.S.T	9%	1638
	S.G.S.T	8%	1638
			21476

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

For Aqua Guardian  
**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Service Signature Mnsh 91/903868094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231676181

Approved  
by  
13-4-18

*Blindhuys*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0032

TO The Teacher in Charge  
Scottish Church College  
1&3 unquart street  
kol-700006

3/4/2018

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	2800
2	COMPACT ( B.E.D )	1	2800
3	HIFLO (LIBRARY)	1	2800
4	COMPACT (COMPUTER SCIENCE )	1	2800
5	COMPACT ( CHEMISTRY LAB )	1	2800
6	HIFLO (LADIES COMON ROOM)	1	2800
7	COMPACT (PHYSIO FRONT GATE)	1	2800
8	COMPACT (MILLENIUM BUILDING GNRND FLOOR)	1	2800
9			
10			
11	C.G.S.T	8%	2016
12	S.G.S.T	8%	2016
13			
14			
15			28452

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

For Aqua Guardian  
*P. Harty*  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868894

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

*H. Harty*  
Principal  
Scottish Church College  
Kolkata

*Approved*  
*AS*  
*13.4.18*



GST No-19AAETS5313E12K

SCC/Estate/WW/18-19/66

23<sup>rd</sup> March 2019

Aqua Guardian  
19E/H/24, Goabagan Street  
Kolkata - 700 006

Dear Sir,

**Sub : AMC for 8 Water Coolers and 1 Hot & Cold Machine for Premises No. 1 & 3**  
**Ref : Quotation dated 9<sup>th</sup> January, 2019**

With reference to your above quotation, we are pleased to place the work order for a total amount of ₹26,432/- (Rupees Twenty-six Thousand Four Hundred Thirty-two only, inclusive of GST) on the following terms and conditions.

1. The period from 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March 2020.
2. You may avail an advance of 30% of the amount quoted after the start of the work.
3. TDS will be deducted as per norms.
4. The work including the materials must be given a total warranty of at least a year from the date of final payment.
5. You are expected to complete the work within a period of 15 days from the date of starting the work. Delay may invite penalty as per standard norms.

Thanking you,

Yours truly,

*Arpita Mukerji*  
Dr. Arpita Mukerji  
Principal



*Received  
P. Harty 3/4/19*

*Arpita Mukerji*  
Principal  
Scottish Church College  
Kolkata

GST No:19AAETS5313E1ZK

SCC/Estate/WW/18-19/65

23<sup>rd</sup> March 2019

Aqua Guardian  
19E/H/24, Goabagan Street  
Kolkata - 700 006

Dear Sir,

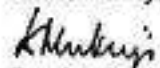
Sub : AMC for water purifier for premises no- 1 & 3 (19 Nos)  
Ref : Tender Estate/ SCC/20/2018-19 dated 9.1.19 & Quotation dated 9<sup>th</sup>  
January, 2019

With reference to your above quotation, we are pleased to place the work order for a total amount of ₹21,476/- (Rupees Twenty-one Thousand Four Hundred Seventy-six only, inclusive of GST) on the following terms and conditions.

1. The period from 1<sup>st</sup> april,2019 to 31<sup>st</sup> march 2020.
2. You may avail an advance of 30% of the amount quoted after the start of the work.
3. TDS will be deducted as per norms.
4. The work including the materials must be given a total warranty of at least a year from the date of final payment.
5. You are expected to complete the work within a period of 15 days from the date of starting the work. Delay may invite penalty as per standard norms.

Thanking you,

Yours truly,

  
Dr. Arpita Mukerji  
Principal

Received  
P. Maity  
3/4/19



  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

Pure for Sure & Safety

Date..12/03/2020.....

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

Sub: Agreement of water Purifier AMC & water cooler.

Sir,

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 2020.

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  
☎ 9231575191/903868094

*H. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0088

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

DATE

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	990
2	COMPACT ( B.E.D )	1	990
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	990
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	990
5	COMPACT (1st FLR JUBLEE BOILDING )	1	990
6	COMPACT (COMPUTER SCIENCE )	1	990
7	COMPACT ( MICRO BIOLOGY )	1	990
8	COMPACT ( CHEMISTRY LAB )**	1	990
9	COMPACT ( PHYSICS )	1	990
10	CLASSIC(CHRMISTRY OFF) ,	1	990
11	CLASSIC(POST GRADUATE)JUBLEE BUILDING	1	990
12	COMPACT (MAIN STUFF ROOM)	1	990
13	HOFLO( BOTANY)	1	1090
14	HOFLO( LIBRARY)	1	1090
15	COMPACT(MAZAINE FLR)	1	990
16	HIFLO(LADIES COMON ROOM)	1	1090
17	COMPACT(PHYSIC FRONT GATE)	1	990
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	990
19	INDVA CB (B.B.A)	1	1090
20	COMPACT (2nd FLR JUBLEE BOILDING )	1	990
21	COMPACT (3rd FLR JUBLEE BOILDING )	1%	990
22	COMPACT 1st FLR CORRIDOR	1%	990
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000
			30180

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

For Aqua Guardian

*P. Maity*  
Service Signature

**AQUA GUARDIAN**

19B/H/24, Goabagan Street,  
Kolkata-700 006

MoB 9231575191/903868094

Reg.off.: 19B/H/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191

*Approved  
K. Mukherjee  
8/6/2020*

*K. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0006

TO The, Principal  
Scottish Church College  
183 urquart street  
kol-700006

DATE

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	3000
2	COMPACT ( B.E.D )	1	3000
3	HIFLO (LIBRARY)	1	3000
4	COMPACT (COMPUTER SCIENCE )	1	3000
5	COMPACT ( CHEMISTRY LAB )**	1	3000
6	HIFLO(LADIES COMON ROOM)	1	3000
7	COMPACT(PHYSIC FRONT GATE)	1	3000
8	COMPACT(MILLENIUM BUILDING GNRND FLOOR)	1	3000
9			
10			
11			
12			
13			
14			
15			
			24000

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

For Aqua Guardian

*P. Haily*  
Service Signature

### AQUA GUARDIAN

19E/H/24, Goabagan Street,  
Kolkata-700 006

Moh 9231575191/903868094

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

*Approved  
K. K. K. K.  
2/6/2020*

*K. K. K. K.*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

Pure for Sure & Safety

Date...24/02/2021.....

To,  
The ,Principal  
W/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 submected with our quotation.the AMC will be starting from 1<sup>st</sup> apr 2021.

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  
Mob 9231575191/903868094

*H. Mukherjee*  
Principal  
Scottish Church College  
Kolkata



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0006

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

DATE

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	990
2	COMPACT ( B.E.D )	1	990
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	990
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	990
5	COMPACT (1st FLR JUBILEE BOLDING )	1	990
6	COMPACT (COMPUTER SCIENCE )	1	990
7	COMPACT ( MICRO BIOLOGY )	1	990
8	COMPACT ( CHEMISTRY LAB )**	1	990
9	COMPACT ( PHYSICS )	1	990
10	CLASSIC(CHEMISTRY OFF)	1	990
11	CLASSIC(POST GRADUATE)JUBILEE BUILDING	1	990
12	COMPACT (MAIN STUFF ROOM)	1	990
13	HOFLO(BOTANY)	1	1090
14	HOFLO(LIBRARY)	1	1090
15	COMPACT(MAZAINE FLR)	1	990
16	HIFLO(LEDIES COMMON ROOM)	1	1090
17	COMPACT(PHYSIC FRONT GATE)	1	990
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	990
19	INOVA CB (B.B.A)	1	1090
20	COMPACT (2nd FLR JUBILEE BOLDING )	1	990
21	COMPACT (3rd FLR JUBILEE BOLDING )	1%	990
22	COMPACT 1st FLR CORRIDOR	1%	990
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000
<b>TOTAL: THREE THOUSAND ONE HUNDRED AND SEVENTY ONLY</b>			<b>30180</b>

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

For Aqua Guardian  
*P. Maity*  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Moh 9231575191/903868094

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

*Approved  
KOL  
2/3/11*

*K. Ghosh*  
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

Kind Atten:- AMC WATER COOLER

SL NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	3000
2	COMPACT ( B.E.D )	1	3000
3	HIFLO (LIBRARY)	1	3000
4	COMPACT (COMPUTER SCIENCE )	1	3000
5	COMPACT ( CHEMISTRY LAB )	1	3000
6	HIFLO(LADIES COMMON ROOM)	1	3000
7	COMPACT(PHYSIC FRONT GATE)	1	3000
8	COMPACT(MILLENIUM BUILDING GNRND FLOOR)	1	3000
9			
10			
11			
12			
13			
14			
15			
			24000

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 9231574191/903868094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231574191/9143093123

*Approved BY 2/3/14*

*K. Chatterjee*  
Principal  
Scottish Church College  
Kolkata