

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institute has appointed a team of maintenance staff of the college which is duly supervised by the maintenance supervisor. The maintenance staff carry out day to day cleanliness of corridors, washrooms, classrooms, laboratories and overall maintenance of the college premises. The maintenance of water coolers is carried out by an annual maintenance contract. The institute has formed Electrical Maintenance Committee for repair and maintenance of electrical works. Laboratory equipments are serviced and repaired by the technical assistants of their respective departments for minor repairs or by the concerned manufacturers for major repairs. The maintenance of computing facility is carried out by the system administrator and the technical assistants of the respective departments. For the repair and maintenance of civil works, a requisition slip is submitted by the Head of the Department through the Principal to the Campus Maintenance Supervisor. Periodic checks, reviews and observations by the higher authorities help in proper upkeep and maintenance of the campus.



Pune District Education Association's  
College of Engineering, Manjari (Bk.), Pune-07

Ref. No. COEH/STORES/ 37 /2017 2018

Date:- 27/8/2017

PURCHASE ORDER

To: Supertech Industries  
Lohaguan,  
Pune.

Subject: Work Purchase order for the supply of repairing of water purification systems

Reference: - 1. This office Enquiry letter No. COEH/STORES/ water supply contract/verbally  
2. Your Quotation letter 01454 Dated: 27.07.2017  
3. Hon. Honorary Secretary, P. D. E. A's Letter No. \_\_\_\_\_  
Dated:- \_\_\_\_\_

Dear Sir,

With reference to the above, you are hereby requested to supply Laboratory Equipment/ Library Books/Workshop Material /Furniture/ consumable Material /required for the department of Water Supply Committee. The list of items to be supplied is as given below / enclosed separately.

The Purchase Order is placed to you, subject to the terms and conditions given overleaf.

Sl. No.	Name of equipment/Item with specifications	Quantity Required	Approved Rate (per item)	Total Cost
	<u>Comprehensive AMC for water purifier</u>	<u>02</u>	<u>13,500=00</u>	<u>27000=00</u>
			<u>GST 18%</u>	<u>4860=00</u>
			<u>Total</u>	<u>31860=00</u>

Yours faithfully,

[Signature]  
Store Keeper

[Signature]  
Accounts I/C

[Signature]  
H.O.D.

[Signature]  
PRINCIPAL  
Principal

Copy to: 1. ALC  
2. Store keeper  
3. water FIC

[Signature] (Advisor)  
Water Committee Sec

Pune District Education Association's  
College of Engineering Manjari (Bk.),  
Pune - 412307.




# TERMS AND CONDITIONS OF PURCHASE ORDER

- 1) The equipments / items should be supplied in a single lot, in the premises of the college at your cost including loading, transport, unloading etc. within **Seven** days from the date of purchase order failing which the order may stand cancelled automatically.
- 2) The **warranty period** for the equipments/items shall be **twelve months** from the date of receipt of equipments/items in the college.
- 3) No surcharge of any kind will be payable by the college unless agreed to separately and specifically
- 4) You will be required to execute an agreement bond with the college/association on the stamp paper for assurance of the quality of the equipment /items to be supplied.
- 5) The reference No. of the Purchase order should be invariably stated in all the correspondence, (Packing memo, invoice bill etc.)
- 6) Sales Tax /VAT if any may be shown separately if the rates are not inclusive of sales tax.
- 7) You will be required to pay a discount of as decided if any by P.D.E.A. on the total cost of the order.
- 8) Invoice in triplicate should be submitted immediately alongwith the items of equipment /material supplied.
- 9) Bills in triplicate should be submitted to the college office immediately after the equipment/material of the purchase order.
- 10) 100 % payment will be effected after the supply of all the equipment/ material of the purchase order.
- 11) The balance payment of      % will be effected only after the expiry of the warranty period.
- 12) No separate charges will be admissible for installation, testing, demonstration, Commissioning to, of the equipments/items.
- 13) If the equipments/items etc, are not as per specifications, they will be rejected.
- 14) It will be your responsibility to take back the unapproved/ rejected items of equipment etc, from the premises of the college at your cost failing which the college will not be responsible for the safety of such items.
- 15) Any dispute arising in respect of the purchase of equipments/items shall be subject to Pune city jurisdiction only.
- 16) Please return the form of acceptance of this order duly signed by you, immediately.

  
STORE KEEPER

  
HOD

  
PRINCIPAL

Pune District Education Association's  
College of Engineering Manjari (Bk.),  
Pune - 412307.



## TAX INVOICE

**Supertech Industries**

Sr.63/1b/1,Ashirwad Building ,Line No.-4,Janardan Nagar,  
Lohegaon, Pune - 411 047.

Ph: 020 32943111,Cell No.: 096231002602

GSTIN-27AR5PK0655N1Z4

Bill To		Place Of Supply		Invoice No.	037/17-18	
M/s- P.D.E.A. Engg. College, Manjri, Pune				Date	30/08/2017	
				DC NO.	-	
				Date	-	
				PO NO.	-	
GSTIN-				Date	-	
No.	DESCRIPTION	HSN Code	QTY	UNIT	RATE	AMOUNT
1	Comprehensiv AMC For Water Purifier	998719	2	No.	13500.00	27000.00
Rs.: Thirteen one thousand eight hundred sixty only					Sub. Total	27000.00
Bank Detail					Less Discount	0.00
					Add CGST@9%	2430.00
HDFC Bank A/c No.-50200004922359 IFSC Code- HDFC0000447 Branch- Khadki, Pune-411020					Add SGST@9%	2430.00
					Add IGST@18%	0.00
I/We hereby certify that my / our registration certificate under Maharashtra Value Added Tax Act 2002 is in force on the date on which the sales of the goods specified in this tax invoice is made by me/ us and that the transaction of sale covered by this					Tax Total	4860.00
					Reverse Charge	0.00
					Total amount	31860.00
Supertech Industries For-Supertech Industries Proprietor Authorised Signator					Supertech Industries	
					Proprietor	