



St. Joseph's College for Women(Autonomous)

NAAC Reaccredited – ISO 9001-2015, 14001:2015 Certified

Gnanapuram, Waltair R.S., Visakhapatnam - 530004.
Andhra Pradesh, India



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

ADDITIONAL INFORMATION

- SECURITY
- SANITARY NAPKIN VENDING MACHINE
- GENERATOR ROOM
- SOLAR PANEL
- Do/Don'ts
- FIRE SAFETY
- ANNUAL MAINTENANCE
- ZOOLOGY MUSEUM
- INTERNET MAINTENANCE
- SOP's
- GYM MAINTENANCE
- GARDEN MAINTENANCE
- TRIPOD LOGINS

MAINTANCE



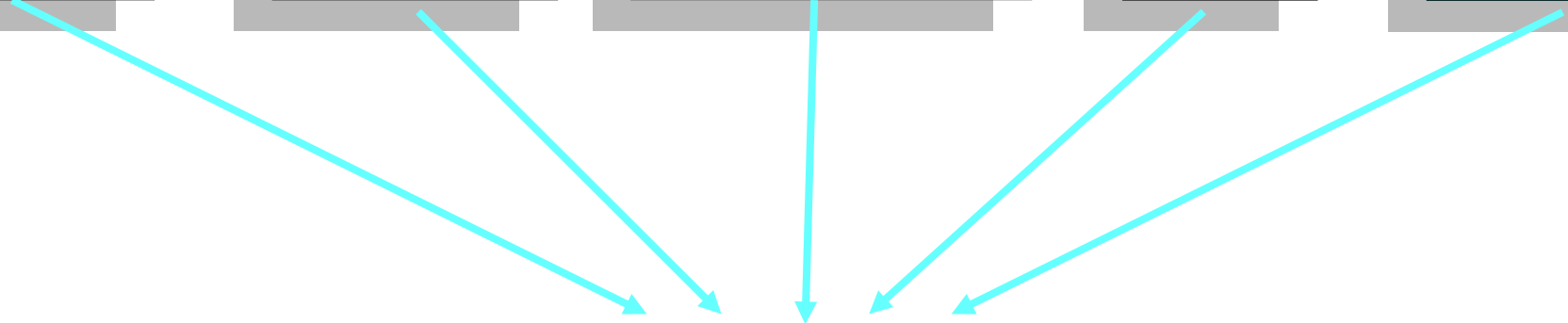
Facility Advisors

Mentors

Head of the Department

Librarian

Physical Director



Maintenance Register



Maintenance In charge



Maintenance Supervisor



Electrical

Software & Hardware

Civil



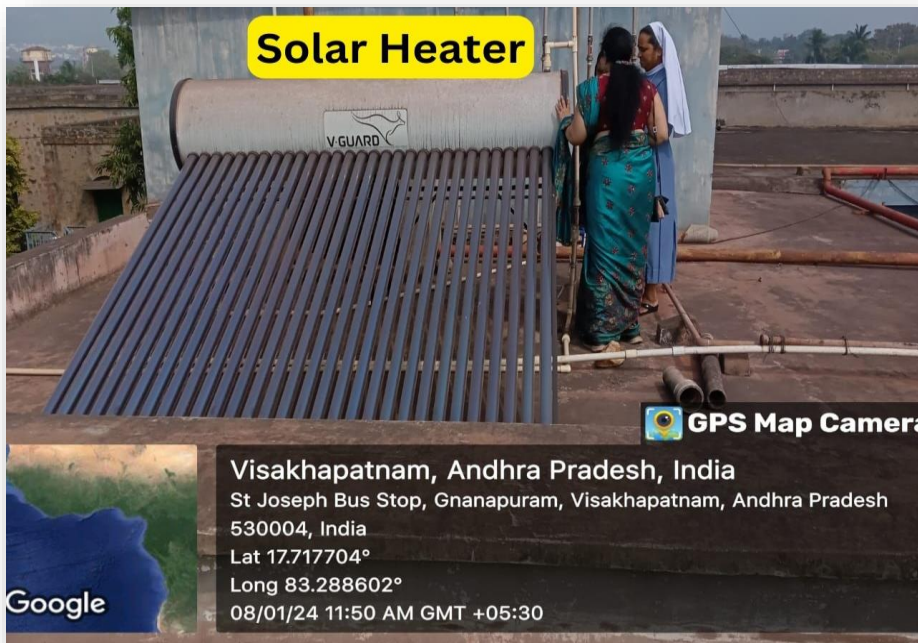
SECURITY



SANITARY NAPKIN VENDING MACHINE



GENERATOR ROOM



SOLAR PANEL



Do/Don'ts

Fire Safety System



FIRE SAFETY





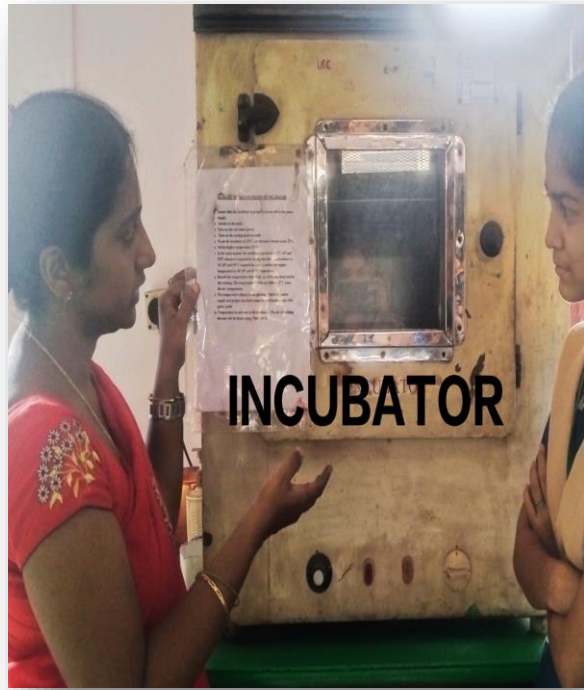
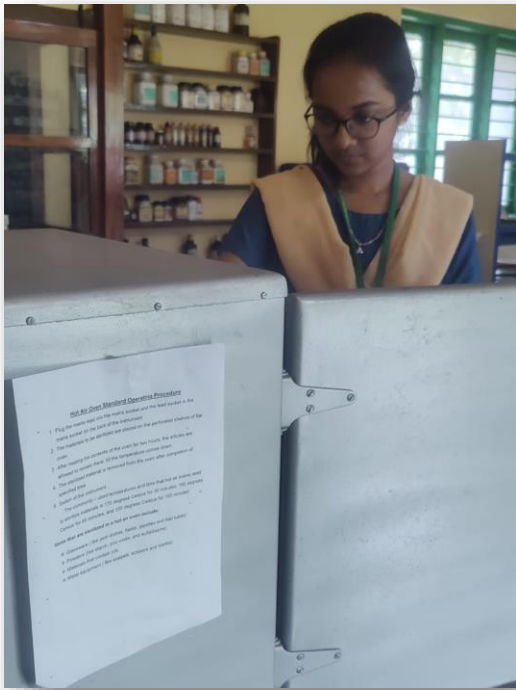
ANNUAL MAINTENANCE



ZOOLOGY MUSEUM



INTERNET MAINTENANCE



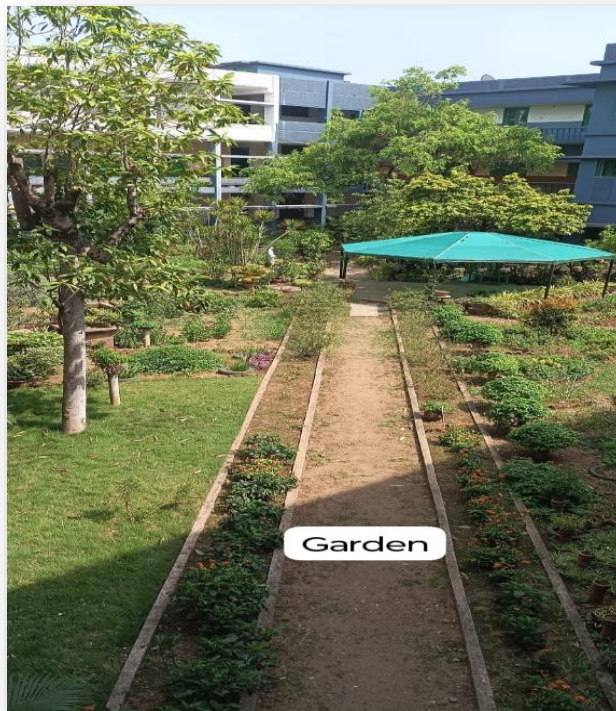
SOP's



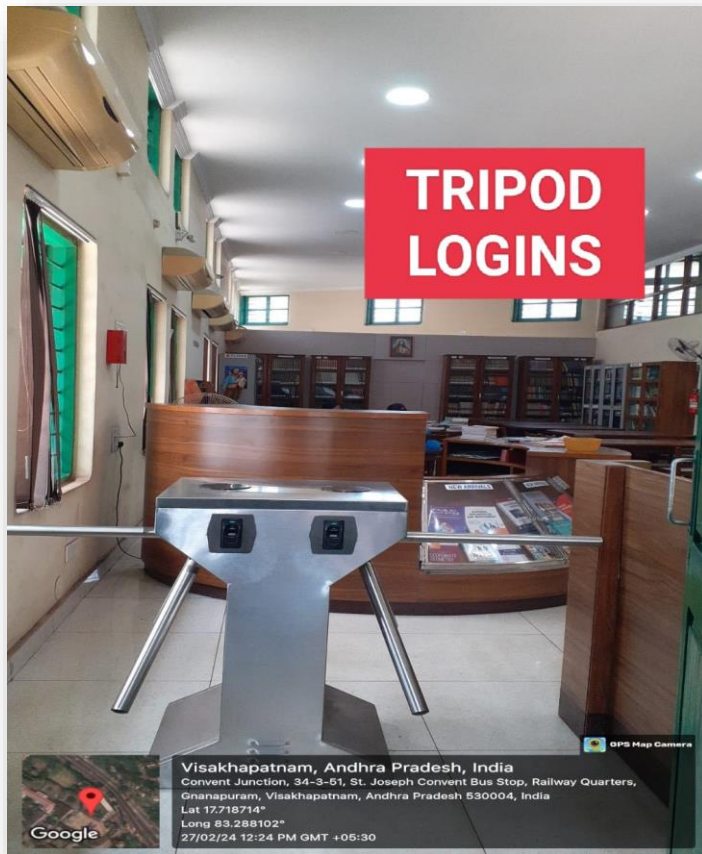
LAMINAR
AIRFLOW



GYM MAINTENANCE



GARDEN MAINTENANCE



TRIPOD LOGINS



DATE:-10/1/2023

To

Ref No:FL/SE/22/214

St. Joseph College for Women

Znanapuram,

Visakhapatnam.

This is to certify that the below mentioned quantity of fire extinguishers, Fire hydrant system(Hose reels, Hydrant Valves)and Manual Call Points are supply ,installed,refilled and serviced by Flamex Fire & Safety Solutions. Fire equipments details are given below:-

ADMIN BLOCK

Sl.no	Fire equipment type	Ground floor	First floor	Second floor	Terrace	Total
1	Fire Extinguishers	6No	4No	3No	NA	13No
2	Fire Hydrant system(Downcomer)	3No	3No	1No	NA	7No
3	Fire booster pumps	Nill	Nill	1No	NA	1No
4	Manual Call Points	3 No	1No	1No	NA	5No
5	Hose reel drums	3 No	3No	1No	NA	7No
6	Hydrant valves	3No	Nill	Nill	NA	3No
7	Ceiling mounted fire extinguishers	4 No	1No	1No	NA	6No

Flamex Fire and Safety Solutions

#49-14-31/2, Lalitha Nagar, Visakhapatnam-16. Off. 9948523238, Cell: 9030889214, 9912345016. Email:flamex.vizag@gmail.com





8	Hose box	3No	Nill	Nill	NA	3No
9	Fire buckets	10No	Nill	Nill	NA	10No

COLLEGE & LIBRARY BLOCK:-

Sl.no	Fire equipment type	Cellar	Ground floor	First floor	Second floor	Terrace	Total
1	Fire Extinguishers	6No	5No	11No	4No	Nill	26No
2	Fire Hydrant system(Downcomer)	2No	2No	2No	2No	Nill	8No
3	Fire booster pumps	Nill	Nill	Nill	Nill	1No	1No
4	Manual Call Points	8No	2No	2No	2No	Nill	14No
5	Hose reel drums	2No	2No	2No	2No	Nill	8No
6	Hydrant valves	2No	2No	2No	2No	Nill	8No
7	Ceiling mounted fire extinguisher	7No	4No	3No	Nill	Nill	14No
8	Hose box	1No	1No	2No	1No	Nill	5No
9	Fire buckets	4No	2No	Nill	4No	Nill	10No



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HOSTEL BLOCK

Sl.no	Fire equipment type	Ground floor	First floor	Second floor	Terrace	Total
1	Fire Extinguishers	2No	3No	1No	Nill	6No
2	Fire Hydrant system(Downcomer)	3No	3No	3No	Nill	6No
3	Fire booster pumps	Nill	Nill	Nill	1No	1No
4	Manual Call Points	1No	1No	1No	Nill	3No
5	Hose reel drums	3No	3No	3No	Nill	9No
6	Hydrant valves	7No	Nill	Nill	Nill	7No
7	Ceiling mounted fire extinguisher	Nill	Nill	Nill	Nill	Nill
8	Hose box	5No	Nill	Nill	Nill	5No
9	Fire buckets	Nill	Nill	Nill	Nill	Nill

Authorized Signature


Flamex Fire and Safety Solutions.

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To
Ref No: FL/SE/22/214

St. Joseph College for Women

Znanapuram,
Visakhapatnam.

This is to certify that the below mentioned quantity of fire extinguishers, Fire hydrant system (Hose reels, Hydrant Valves) and Manual Call Points are supplied and installed by Flamex Fire & Safety Solutions, which are under warranty for 2 years from the date (10th JAN 2023) of AMC, refilling and staff also have been trained on how to use the extinguisher and hydrant system.

Sl. No	Fire equipment type (All Blocks)	QTY	Date of AMC/Refilling	Due date of inspection/Refilling	Remarks
1	Fire Extinguishers	45	10/Jan/2023	Jan/2025	Good and Working condition
2	Fire Hydrant system	18	10/Jan/2023	Jan/2025	Good and Working condition
3	Fire booster pumps	3	10/Jan/2023	Jan/2025	Good and Working condition
4	Manual Call Points	10	10/Jan/2023	Jan/2025	Good and Working condition

Authorized Signature

Flamex Fire and Safety Solutions.

Flamex Fire and Safety Solutions
Authorized Signature



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Sl. no	Fire equipment type(All Blocks)	Date of AMC/Refilling	Due date of inspection/Refilling	Remarks
1	Fire Extinguishers	10/Jan/2023	Jan/2025	Good and Working condition
2	Fire Hydrant system	10/Jan/2023	Jan/2025	Good and Working condition
3	Fire booster pumps	10/Jan/2023	Jan/2025	Good and Working condition
4	Manual Call Points	10/Jan/2023	Jan/2025	Good and Working condition

Authorized Signature

Flamex Fire and Safety Solutions.

Flamex Fire and Safety Solutions

Authorized Signatory



Flamex Fire and Safety Solutions

#49-14-31/2, Lalitha Nagar, Visakhapatnam-16. Off: 9948523238, Cell: 9030889214, 9912345016.

Email:flamex.vizag@gmail.com



Date: 10/1/2023

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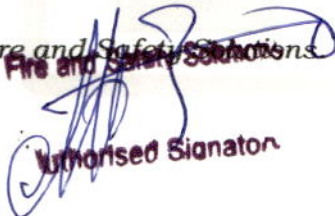
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Sl. no	Fire equipment type (All Blocks)	QTY	Date of AMC/Refilling	Due date of inspection/Refilling	Remarks
1	Fire Extinguishers		10/Jan/2023	Jan/2025	Good and Working condition
2	Fire Hydrant system		10/Jan/2023	Jan/2025	Good and Working condition
3	Fire booster pumps		10/Jan/2023	Jan/2025	Good and Working condition
4	Manual Call Points		10/Jan/2023	Jan/2025	Good and Working condition

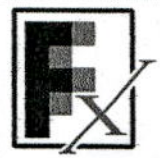
Authorized Signature

Flamex Fire and Safety Solutions

Authorized Signator



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Email: flamex.vizag@gmail.com



29

M

Date:10/1/2023

To
Ref No:FL/SE/22/214
St.Joseph College for Women
Znanapuram,
Visakhapatnam.

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Sl.no	Fire equipment type(All Blocks)	QTY	Date of AMC/Refilling	Due date of inspection/Refilling	Remarks
1	Fire Extinguishers	45	10/Jan/2023	Jan/2025	Good and Working condition.
2	Fire Hydrant system	15+3	10/Jan/2023	Jan/2025	Good and Working condition
3	Fire booster pumps	3	10/Jan/2023	Jan/2025	Good and Working condition
4	Manqal Call Points	10	10/Jan/2023	Jan/2025	Good and Working condition

5. House Reel - - 21
6. fire bucket - - 14+2

Authorized Signature

Flamex Fire and Safety Solutions
Flamex Fire and Safety Solutions

Authorized Signator



Flamex Fire and Safety Solutions

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Trend Setters In IT Peripherals

Conf
MG TECHNOLOGIES

404, Karan Center,
Opp. Karan Hotel, S.D. Road,
Secunderabad-500 003.

Ph: 040 - 4002 0041

e-mail : mgt.hyd@rediffmail.com

Date: 13th April 2023

To

St Joseph College for Women
Visakhapattanam

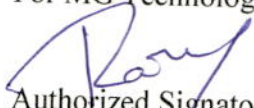
Dear Sir/Madam

Kind att: Dr. Sr Shaiji

Sub . : Renewal of AMC for Computers

We are extending our services of your computers from last some years. We had given our best services according to your requirements. We like to inform you that our contract has got expired on 31st March 2023; hence we are submitting our quotation for the AMC renewal.

Thanking you,
Yours Faithfully,
For MG Technologies


Authorized Signatory



Trend Setters In IT Peripherals

MG TECHNOLOGIES

404, Karan Center,
Opp. Karan Hotel, S.D. Road,
Secunderabad-500 003.

Ph: 040 - 4002 0041

e-mail : mgt.hyd@rediffmail.com

Date: 13th April 2022

ANNUAL MAINTENANCE CONTRACT

SCOPE OF SERVICES: The following services to the customers subject to the terms and conditions stated here in.

To provide the maintenance of computers & accessories in case of brake down and services to the equipment as necessary.

The maintenance service consists of preventive and corrective maintenance.

1. MAINTENANCE CHARGES AND TERMS OF PAYMENT:

<u>Item Description</u>	<u>Charges (Rs.)</u>
1. System (Each System)	1000.00 (Yearly)

Details of Computers, Printers, Photo Copier, UPS & Projectors

Principal	01
Vice Principal	01
Sahay	01
Office	16
R3	01
Departments	13
Exam Control Cell	04
Library	09
Cyber Room	16
B.Sc Computer Lab	64
B.Com Computer Lab	50
Gym Computer Lab	45
Language Lab	80
Media lab	01
IQAC	02
Laptops	26

Total System

330 Computers

50% Maintenance charges shall be paid with the agreement and balance after six months. All payments as shown in the face shall be paid to MG Technologies by DD payable at Hyderabad or a cheque favoring "MG Technologies"



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e-mail : mgt.hyd@rediffmail.com

2. CUSTOMER OBLIGATIONS:

- i) The customer shall be responsible for providing proper power supply and the customer should maintain earthing prescribed by MG Technologies and further the environmental conditions including electrical requirements and site facilities prescribed by MG Technologies.
- ii) If the customer's site location is designated by MG Technologies as an out location the customer shall pay trip charges at the flat rate decided from time to time by MG Technologies for each trip of the MG Technologies engineer to the site.
- iii) No up-gradations or modifications nor repairs or adjustments should be done without the prior to the written consent of MG Technologies.
- iv) Equipment maintenance charges shall not include the furnishing of consumables and supply items such as ribbons, magnetic tapes, computer stationery, and cables. The following terms being non-maintainable are specifically not offered by this contract printer heads, picture tube, zip drives and Plastic parts.
- v) Customer should provide the required software's; MG Technologies is not responsible for any illegal software used in the customer place. MG Technologies is not responsible for any data lost due to Hardware problem or any other reasons.

3. LIMITATION OF LIABILITY

- i) Except as provided as herein there is neither any sort of warranty for use of Performance of neither the equipment nor it gives rise to any liability or obligation to MG Technologies. The successful operation and management shall be the responsibility to the customer.
- ii) In no event MG Technologies shall be liable for any incidental, direct or indirect, special or consequential damages in connection with or arising out of the use of the equipment or services provided.
- iii) In case virus infects the system, the downtime will be considered as nil for the entire period of time required bringing the system up.

4. JURISDICTION

In case of any dispute or difference at any time between the parties in respect to this instrument, they shall be resolved in accordance with and subject to the provisions of the Indian Arbitration act 1940 and Hyderabad will be jurisdiction

5. VALIDITY

This service arrangement shall be effective from the date of signing the Annual maintenance Contract and shall continue to remain force till One year.



Trend Setters In IT Peripherals

MG TECHNOLOGIES

404, Karan Center,
Opp. Karan Hotel, S.D. Road,
Secunderabad-500 003.

Ph: 040 - 4002 0041

e-mail : mgt.hyd@rediffmail.com

6. RESPONSE TIME

The response time will be within 1 hour depending on the time of call received at our office.

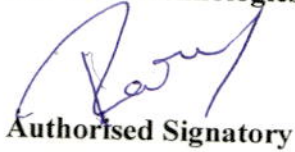
7. WORKING HOURS

Working of our office will be 9.00 AM to 6 PM on all working days.

8. AMC PERIOD

From 1st April 2023 to 31st March 2024

For MG Technologies



Authorised Signatory

For St. Joseph College for Women

Authorised Signatory



Trend Setters In IT Peripherals

AMC
MG TECHNOLOGIES

404, Karan Center,
Opp. Karan Hotel, S.D. Road,
Secunderabad-500 003.
Ph: 040 - 4002 0041
e-mail : mgt.hyd@rediffmail.com

Date: 05-April-2023

To
St Joseph College for women
Visakhapatnam
AP

Sub: Annual Maintenance of Surveillance Cameras

Dear Sr,

Greetings from MG Technologies...

Referring to the discussions you had with us, Please find enclosed our **Annual Maintenance of CCTV cameras at St Joseph College for women** for your reference and consideration.

We sincerely hope the proposal is to be in line with your requirement and look forward to your early confirmation in this regard.

In case of any further clarifications/queries, we're glad to discuss the matter in detail.

Thanking you and assuring you of our very best services at all times

Thanks & Regards

Rijo M George
9849494952
Encl:Proposal



ANNUAL MAINTAINACE CONTRACT AGREEMENT FOR CCTV

Trend Setters In IT Peripherals

MG Technologies agrees to provide the following services under this agreement to keep the system in good working order, save for circumstances beyond the control of **MG Technologies**. Annual Maintenance Contract Terms and Conditions for CCTV Cameras in the AMC for CCTV Cameras and DVR Only the Annual Maintenance Contract shall be **Non-Comprehensive** and includes services of CCTV Cameras and DVR only

Payment Terms: -

The AMC Amount should be Paid 50% in advance on date of the commencement of the contract. Remaining shall be paid after six months

SL. NO	DESCRIPTION	QTY	UNIT PRICE (RS.)	LINE TOTAL (RS.)
	DVR	13	12000	156000
TOTAL				1,56,000.00

Tax Extra

Terms and Conditions: -

1. Annual Maintenance Contract is for period of One Year (1-4-2023 to 31-3-2024)
2. The Customer shall be responsible for providing proper power source to the equipment's.
3. This Contract is not covered if equipment's are burnt due to any reason. Contract is not covered if any intentional / un-intentional physical damages are cause to the equipments. Contract does not covered misuse, abuse and force major condition like earthquakes, floods, lightning, Strikes and other Social disturbances, etc.
4. Cables & Other Consumables are not covered in the contract.
5. The AMC agreement shall not cover any kind of penalty.
6. In case of any dispute regarding the AMC Contract the decision will be taking by both parties of **St Joseph College for Women, Vizag** and **MG TECHNOLOGIES** will be the final.
7. If any Product goes on repairing so instead of that **MG TECHNOLOGIES** do not provide any product in the exchange of that.
8. The Complaint / problem will be solving within 24-48 hours from the time of complain
9. Complaint will be received by e-Mail / through Phone with details at office
10. If there is any delay in maintenance will negotiate
11. AMC Contract is not covered public & National Holidays
12. Customer should provide ladder, safety wears for working
13. Contract will be renewed

For **MG TECHNOLOGIES**

For **St Joseph college for Women**

Authorised Signatory

Authorised Signatory

OTIS

Otis Elevator Company (India) Limited

47-14-1/2 1C, 2nd Floor, Sai shopping Center, Dwarakanagar, Visakhapatnam – 530 016..

Tel : (91-0891) 2566482, Fax : (91-0891)2566503 , email : response@otis.com, website : www.otis.com

GST NO: 37AAACO0481E1ZQ HSN : 9954 SAC: 998718

Cont

new

THE PRINCIPAL
ST. JOSEPH WOMENS COLLEGE FOR WOMEN
GNANAPURAM , CONVENT JUNCTION ,
VISAKHAPATNAM -530004 , ANDHRAPRADESH

Dear Customer,

Sub: AMC Renewal of Annual Maintenance Contract of OTIS Elevators at your premises

Contract No: QA1222

No. of Units: 01

Contract type: Q

Branch ID: SE VISAKHAPATNAM -1

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 stronger and long lasting. Being the world's no. 1 company, the passenger and equipment safety have always remained the topmost priority at OTIS. We would like to bring to your kind notice that the present AMC is expiring on: 31ST AUGUST 2023. We propose Effective: 1ST SEPTEMBER 2023 To 31ST AUGUST 2024 the elevator maintenance price in the existing contract be revised as under.

RS: 49,729.00

(EXCLUSIVE OF TAXES /GST)

AMOUNT (RS)

BASIC PRICE	49,729.00
CGST@9%	4,475.61
SGST@9%	4,475.61
TOTAL	58,680.00

RUPEES: FIFTY EIGHT THOUSAND SIX HUNDRED AND EIGHTY ONLY

49729 = 27/995
58680
995

57685

Payment Terms: YEARLY, ADVANCENote: **CASH NOT ACCEPTED****Terms & conditions**

- 1) TDS deduction certificate must be sent within 30 days to this office, otherwise it would be construed as payment outstanding.
- 2) Please renew the AMC along with full payment to avoid inconvenience to elevator user on account of suspension of services.
- 3) All other provisions of existing contract remain unchanged. Upon your acceptance expressed or implied, and, as wherein provided, this letter shall accordingly modify our said contract.
- 4) Interest @21% per annum would be levied on delayed payments.
- 5) Please note unless either written confirmation of acceptance of the renewal rates or payments is received, Otis will be relieved from all legal responsibilities / liabilities in respect of the AMC effective:

For any assistance required you may contact our Customer Service Executive **A. JAYARAJU** on his mobile no.9959094445.
Email: Jayaraju.adari@otis.com.

Yours faithfully,

Registered Office : Otis Elevator Company (India) Ltd.

Magnus Towers, 5th Floor, Andhra Bank Road, Malad (West), Mumbai - 400 064. Tel.: (91-22) 6679 5151 / 2844 9700Fax: (91-22) 2844 9700 Email: response@otis.com www.otis.com

CIN: U29150MH190010001591 PAN: AAACO0481E

Turn over




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



OTIS ELEVATOR COMPANY (INDIA) LIMITED
(Registered & Head Office)
9th Floor, Magnus Tower, Mindspace,
Link Road, Malad (West), Mumbai 400 064, Maharashtra
CIN: U29150MH1953PLC009158 PAN: AAAC00481E
Ph: (91-22) 6679 5151 Fax: (91-22) 2844 9791

TAX INVOICE

ORIGINAL FOR RECIPIENT

Otis Elevator Company India Limited Plot No 263A, Dwarkanagar, City : Vishkhapatnam Pin code : 530016 State & State code : ANDHRA PRADESH - 37 Tax Scheme : GST GST Number : 37AAAC00481E1ZQ GST Invoice No. : AP/O/2300895 GST Invoice Date : 14-Dec-2023 Whether tax payable under RCM : No Doc period Start date : 01-Sep-2023 Doc period End date : 31-Aug-2024		Contract No. : QA1222 Billing Terms : Yearly [Sep] - Advance Document Type : INV Supply type code : B2C LUT Number : Total Units \ Version : 1 \ 1.0 Transaction ID : 2881415 Service Executive Name : JAYARAJU ADARI Contact No. : 9959094445 City : Vishkhapatnam Pin code : 530016 Place of Supply : ANDHRA PRADESH - 37 Is service : Y			
Customer Name & Address : THE PRINCIPAL ST. JOSEPH WOMENS COLLEGE FOR WOMAN GNANAPURAM, CONVENT JUNCTION, VISAKHAPATNAM - 530004 City : VISAKHAPATNAM Pin code : 530004 State & State Code : ANDHRA PRADESH - 37 GST Number : GSTNOTAPPLICABL		Receipt/Site Address : THE PRINCIPAL, ST. JOSEPH WOMENS COLLEGE FOR WOMAN, GNANAPURAM, CONVENT JUNCTION, VISAKHAPATNAM - 530004 City : VISAKHAPATNAM Pin code : 530004 State & State Code : ANDHRA PRADESH - 37 PAN number : PANNOTAPPL GST Number : GSTNOTAPPLICABL			
Government : No PAN No. : PANNOTAPPL P.O. No. :					
HSN	DESCRIPTION	AMOUNT (Rs.)			
995469	Maintenance Charges for the Lift/Escalator Add:- SGST @ 9 % Add:- CGST @ 9 %	49,729.00 4,475.61 4,475.61			
Amount :		58,680.22			
Rupees: Fifty-eight thousand six hundred eighty and twenty-two paise only					
Unit wise details:					
Unit Number	Maintenance Period		Basic Amount (Rs.)	Tax Amount (Rs.)	Total Amount (Rs.)
	From	To			
A001222	01 Sep 23	31 Aug 24	49,729.00	8,951.22	58,680.22
Total :			49,729.00	8,951.22	58,680.22
Payment QRcode 		Invoice QR Cor 		For Otis Elevator Company (India) Limited  Authorized Signature	
Terms & Conditions: 1. CASH NOT ACCEPTED. 2. Payable on presentation, interest @ 21%p.a. would be levied on delayed payments 3. TDS Certificate under the applicable laws (including but not limited to GST) must be issued as per the timelines prescribed in the respective Acts					
We accept RTGS/NEFT Payments : Our Bank Account details (Please indicate Invoice number as reference for further communication) Name of account : Otis Elevator Company (India) Limited Branch : Citi Bank N.A., D N Road, Fort, Mumbai -400001 MICR Code : 400037002 Account No. : 0001041037 IFSC Code : CITI0100000					

*As per section 269SU of the Income Tax Act, 1961 read with Rule 119AA of Income Tax Rules, 1962, company provides with the additional electronic payment facilities like RuPay debit cards, BHIM UPI & UPI QR in addition to the current modes of payment i.e. RTGS/NEFT. For using such payment option please contact us at onlinepayment@otis.com ** In case of change in address or other relevant details please intimate on your letter head.

To,
THE PRINCIPAL
St. Joseph's Collage for Women
Visakhapatnam.

Dt:26-12-2023

Dear Sir,
Sub: Annual Maintenance Contract for your CANON Copier Model IR2525W (RENEWAL).

With reference to the above, we would like to inform you that the AMC of your Canon Copier of Model IR2525W bearing SI.No: WMP09520. We would now request you to kindly ENTER our Annual Maintenance Contract for a period of one year(01-01-24 TO 31-12-25).

AMC (NC): Under this Contract the amount payable is Rs.6,000/- + GST (18%) =7,080.00/- (Seven thousand and eighty rupees only) per year. You can avail our services as and when you require calls The spares and consumables will be charged extra.. Also we will attend 8 Preventive Maintenance calls per year.

We kindly request you to renewal into the above-mentioned contract to enable us to depute our service engineer to provide necessary services. Should you feel the necessity of any further clarifications please feel free to get in touch with us.

Thanking you and assuring you of our best services at all times.

Yours truly,

For LASER SYSTEMS PRIVATE LIMITED


Authorized Signatory



Head Off. : Eswar Palace, 47-11-6/19, 3rd Floor, 1st Lane, Dwarakanagar, Visakhapatnam - 530 016. Phone : 2540477 / 504
Fax : 0891 - 2706350, E-mail : laservsp@lasersystems.in laser_off@rediffmail.com
Service Centre : Phone : 2706768, 2540504
Regd. Off. : 11-1-6, Prakasam Street, Ramaraopeta, Kakinada - 4. Ph. : 2361671, 2361673

CIN No : U72200AP1994PTC018699 PAN No : AAACL3798F GST No.: 37AAACL3798F1Z9 SSI : 280142100277



ANNUAL MAINTENANCE AGREEMENT

To

THE PRINCIPAL

St. Joseph's Collage for Women

Visakhapatnam.

ANNUAL MAINTENANCE AGREEMENT between "LASER SYSTMS PRIVATE LIMITED" (hereinafter "The Company " which terms includes its successors and assigns) of the one part and(hereinafter called "The Customer" Which terms includes its/his/her, successors and assigns) of the other part.

1. The Company agree in consideration of Rs.6,000/- + GST (18%) =7,080.00/- (Seven thousand and eighty rupees only)Per annum, payable in advance to carry out the maintenance of Customer's equipment as Mentioned in the schedule below and keep them in good operating condition for a period of one Year.
2. The equipment's mentioned in the schedule is/are in operating conditions on the date of execution of this agreement.
3. The company agrees to make twelve inspections and render preventive maintenance service during normal working hours to the equipment of customer and adjust for proper operations (S) of the machinery mentioned in schedule. Any other service call will be charged extra.
4. All the required spares, will be supplied by the company on first come basis, at extra charge prevailing at the time of delivery.
5. The Company undertake to make its best to carry out its obligations under the terms of this agreement as speedily as possible, but will not be responsible for any loss, costs expenses arising directly or indirectly from any delay in doing so.
6. The customer hereby undertake to keep the Copiers clean, ensuring its correct operation correctly reporting any problems relating to the Copiers and preventing misuse of the equipment proper electrical requirements and room conditions and the site if necessary, will be changed in the presence of Company Representative or with his clearance.
7. This agreement does not cover any work necessitated by neglect, misuse, fire or accident and major repair like rewinding burnt motors and transformers, repair of PCBs etc. Should it become necessary to carry out such work, charge therefore will be extra.

8. The effect of this agreement will be stand nullified in case the equipment is shifted from the original place of installation outside the Municipal Limits of the city rights of property is transferred, or the equipment is misused, dismantled altered or serviced by anybody other than Company's Service Engineer / Technician without the express consent in writing from the company.
9. This agreement will be renewed from year after year with your consent; within 30 days before the Expiry of the period in course. The Company may terminate the agreement at any time by giving one month's prior notice in writing in which event the company will refund to the customer prorate charge paid in excess of period covered.
10. Any disputes will be at Visakhapatnam Jurisdiction only.

SCHEDULE

PRODUCT	MAKE	MODEL	SERAL NO.	EFFECTIVE DATE
DIGITAL COPIERS	CANON	IR2525W	WMP09520	

THE COMPANY



 PLACE: Visakhapatnam
 Date:

THE CUSTOMER

SIGN
(Authorized Signatory)

Name: *Sr. Mary. K.C.*
 PRINCIPAL
 Seal: *St. Joseph's College for Women*
 (Autonomous)
 VISAKHAPATNAM - 530 004