

**REQUEST FOR ANNUAL MAINTANENCE CONTRACT &
REPAIR & MAINTANENCE of EQUIPMENT /INSTRUMENT**

(To be submitted **before two months of expiry** of current AMC/ Warranty)

PART I

Name of the Scientist/End user:

Division/Section:

Sl.No	Item	Details
1	(I) Name of the equipment: (II) Whether Equipment is sophisticated	
2	(I) Name of supplier (II) Address of competent firms for taking up AMC required	
3	Make & Model	
4	Year of purchase / Procurement F. No.	
5	Cost of Equipment (approx.)	
6	Warranty/Present AMC period ends on	
7	Whether Equipment Manufacturer is willing for AMC	
8.	Name of the Service provider/ supplier/manufacturer (Tick whichever is applicable)	
9	Payment terms suggested:	Quarterly/half yearly/ Annual

Certificate

During the warranty/ AMC period _____ to _____ the service provided by the firm M/s. _____ is satisfactory. AMC may be considered/ continued.

Date:

Signature of the Indenter

Recommendations of Division/Section in Charge

Signature

Part II – For Stores section's use

1. Procurement File No:
2. Cost of Equipment /CIF
3. Repair Details, if any (attach separate sheet if needed)

Date	Item of repair	Cost if any	AMC charges paid

Dealing Assistant

Stores officer