# S.G.S. ARTS COLLEGE

### Tiruchanur Road, TIRUPATI-517501

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

EDP (Electronic Data Processing) Department - Annual Maintenance Contract (AMC) - Work order - for All Systems, Photo copiers, scanners, printers etc.

File No.TTD-11021(62)/32/2018-IT-TTD

#### "OM NAMO VENKATESAYA"

Telex: Tirupati 403-202 Tirumala 403-208

G.UMASHANKAR, ME., E.D.P. MANAGER. To

M/s Laser Systems Pvt Ltd, #11-1-6, Prakasam Street Ramaraopeta, Kakinada-533004 GRAMS: DEVASTHAN
OFFICE OF THE
E.D.P.MANAGER
T.T.DEVASTHANAMS: TIRUPATI

Dated: 17.01.2020

#### By Regd. Post with Ack. Due

Sir,

Sub: TTD - O/o. EDP Manager. Tirupati - Providing Annual Maintenance contract (AMC) & computer Hard Ware equipment, Dot Matrix Printers and Thermal printers at various locations of TTD at Tirumala and Tirupati and other locations to tenderer M/s Laser systems Pvt Ltd - tender accepted - Work order issued - regarding.

Ref: 1. Note order of the Executive Officer, TTD, TPT, DT 03.01.2020 Note#139

2. Tender No: 73/EDPM/TTD/TPT/2019-2020

The rate (inclusive of all taxes) quoted by you vide tender 2<sup>nd</sup> cited **Providing Annual Maintenance contract (AMC) & computer Hard Ware equipment, Dot Matrix Printers and Thermal printers at various locations of TTD at Tirumala and Tirupati and other locations to tenderer M/s Laser systems Pvt Ltd is accepted. The other terms and conditions are as mentioned in the agreement which is to be concluded after submission of the Non-judicial stamp paper. The approximate quantity as mentioned in the tender document along with the rate quoted by you as detailed below:** 

S. No	Description	Qty in Months	Price quoted by M/s Laser Systems Pvt Ltd per month	Amount
1	AMC Computers, Dot Matrix printers and Thermal printers (Detailed Specification and list of computers and printers in Schedule-1 of the annexure-II as per attached tender document)	24 Months	2,14,000.00	51,36,000.00

Receipt of this letter may please be acknowledged duly giving acceptance of the same. Further, you are requested to submit the following.

- Non-judicial stamp paper purchased by the tenderer as per prevailing rates under the stamp act for concluding the agreement.
- Demand draft in favour of MD, APTS, Vijayawada for Rs. 2,100/- (0.04% of ECV) towards corpus fund to be remitted to M/s APTS as per NIT.

#### File No.TTD-11021(62)/32/2018-IT-TTD

- 3. Further EMD Rs.28,400/- DD (2.5% total work order value. i.e., (2.5% of 51,36,000.00-(Already paid EMD i.e., 1,00,000/-) towards further EMD drawn in favour of The Executive officer, TTD, Tirupati from Nationalized/Schedule bank.
- 4. Rs.1,28,400/- DD (2.5% total work order value) towards unconditional bank guarantee in the form of security deposit valid for 25 months from the date of agreement with TTD and drawn in favour of Executive officer, TTD, Tirupati from Nationalized/Schedule bank

Please note that failure on your part to attend and enter into the agreement on or before 01.02.2020 in the manner aforesaid shall entail cancellation of this work order. Before concluding the agreement the manpower details as per the tender condition has to be submitted to this office without fail.

Copy submitted to HOD (IT) for kind information. Copy to the OSD (EDP) Tirupati/Tirumala for kind information Copy to file. g umashankar Sig**mature** kalid

Digitally signed by C UMASHANKAR Date 2020.07.17 15:46:33 IST Reason Approved

# Certificati

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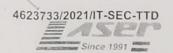
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T.T.D Justition.

Assistant General Manager (IT-Operations) T.T. Devasthanams, Tirupati.





Service Oriented Company

#### Tax Invoice

Flat No.3, Ground Floor			Invoi	ce No.		Dated	
Rohini Deluxe Apartments			The second second	TPT25/21-	22		n-2021
Varadharaju Nagar, K.T.Road Tirupati GSTIN/UIN: 37AAACL3798F1Z9			Deliv	ery Note		Mode/Te	rms of Payment
State Name : Andhra Pradesh, Code : 37			Supp	lier's Ref.		Other F	Reference(s)
Consignee			Buye	r's Order No	D.	Dated	
The E.D.P Manager				121(62)/32/2018-IT		17-Jar	1-2020
TTD Tirupathi				tch Document		-	y Note Date
GSTIN/UIN : 37AAATT4126G3ZI State Name : Andhra Pradesh, Code : 37			Desp	atched thro	ugh	Destina	ition
Buyer (if other than consignee) The E.D.P Manager T T D Tirupathi GSTIN/UIN : 37AAATT4126G3ZI State Name : Andhra Pradesh, Code : 37			Term	s of Deliver	у		
SI Description of		100	ISN/SAC	Quantity	Rate	per	Amount
Services Services	W.A	1		lateronty	144	Pos	, ranount
Maintenance, Repair & Installa Amc Computers, And Thermal Printer	Dot Matrix Prints for the Month	nters n on May-21 CGST SGST	998713	1			16,322.03 16,322.03 0.01
		Total		10			₹ 2,14,000.00
rount Chargable (n work) ndian Rupees Two Lakh Fourteen Thousand Only			9 _				E. & O.E
HSN/SAC		Taxable	Cont	ral Tax	Cia	te Tax	Total
		Value	Rate	Amount	Rate	Amou	Total Int Tax Amount
98713		1.81.355.93	-	16,322.03	_	-	.03 32,644.06
	Total	1,81,355.93	-	16,322.03	370		.03 32,644.06
indian Rupees Thirty Two Thousand Six Hu company's PAN : AAACL3798F degator //e declare that this invoice shows the actual price of the goods escribed and that all particulars are true and correct.  ustomer's Seal and Signature	Company's Bank Name No No.	Bank Deta	nils er Systm	ise Only is Pvt Ltd., 0550789 a, Kakinad	a & SB	IN0020	384 M S
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GSTIN/UIN: 37AAACL3798F1Z9, IT PAN: AAACL3798F

Regd Off: # 11-1-6, Prakasam Street, Ramaraopeta, KAKINADA - 533 004. Ph: 0884 -2361671, 2361672, 2361673

Branches: Vishakapatnam / Vijayawada / Tirupathi / Hyderabad / Secunderabad / Warangal

accountskkd@lasersystemsltd.in

#### GST INVOICE

Om Systems & Services (P) Ltd.	Inv No:	SER/045		100
#103, Rama Towers, 7-1-28/10,	Inv Dt:	01.06.2021	D+	
Near Divya Shakthi Apartments,	PO No:	TTD-11021	(62)/32/2	018-IT-TTD
Shyam Karan Road, Ameerpet,	PO Dt:	17.01.2020	)	
Hyderabad, Telangana-500 016.	PAN No:	AAACO459	ЗК	
Ph.No.23750172,173, Fax No.23750174	GST No:	36AAACO4	593K1Z2	
Го,				
The EDP Manager,				
TT Devastanams,				
O/o.EDP Manager,		1 2 1		
Tirupati, AP.				
GST No:- 37AAATT4126G3ZI.			a way The con-	
Terms of Service:	7	0 7	- 11	- 11
S.No Particulars	Serv.Cod	Unit Price	IGST18%	Total Amount
1 AMC Charges of Printers at Various Locations of TTD at Tirumala, Tirupati	998713	54325.5	9778.6	64104
& Other Locations for the Period	71			
01.05.2021 to 31.05.2021				
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Rupees:- Sixty Four Thousand One Hundre	ed and Fou	ronly		
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			2/1/5	
Signature of Customer with Seal		Aut	ionsed so	vatory
Our Bank Account Details				

Bank Name:	State Bank of India
Branch Name:	PBB, HPS Branch, Hyd
Account No:	10421834581
A/C Name: Om	Systems&Services(P)Ltd.
IFS Code:	SBIN0002728
MICR Code:	500002046

### Sample Complaint letter - HOD of Physics:

From

K. Raviondramit, Raddy

HoD of physics

S.G.S. Flots College

Tionpati

To

The Poincipal

SGS Auts College

Tirwyati 12.1.2021

Sir

Tirmpeti

Sub: Request for driven worit replace for the Xerox meeting in the depostment Regarding.

In physics department, Xerox Mechine is not working. The Service man reported that its drawn writ is not working. Hence I reque you kindly do the needful to replace the writ. This Xerox Mechine is essential for NAAC Work.

Thanking you

yours fortholy

Enel:

1. Service Tech Report.

### LASER SYSTEMS PVT. LTD. SERVICE CALL REPORT Time of Date of Time of Call Date of Name & Address of Customer Call att. Att / Completed Complaint Complaint 563 Ants College 15/12/202 TTO TEX Status Meter Reading Machine Serial No. Contact Person: 19860 Comon 22 24206 AMC Phone No. HNJ09974 Nature of Complaint: Preventive racintena co Machine Status Bill Details Complaint Details Okey Okey observed true Comon & 20120 L Photo Copies multing, Removed the worse for Engineer's Signature Customers Signature & Stamp Remarks of Customer College (UG & PG) Date

### LASER SYSTEMS PVT. LTD.

# 11-1-6, Prakasam Street, Ramaraopeta, KAKINADA - 533 004. Ph : 91-884-2361673, 2361671, 2361005, Fax : 91-884-2365155



Date of Time of Date of Time of Call

### SERVICE CALL REPORT

Name & Address of Customer	Complaint	Compla	aint	Call att.	Att./ Com-
3G3 Ants College				20/2/2021	pleted
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Contact Person:	Serial No.			A	NAC
Phone No. :					
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### LASER SYSTMS PVT. LTD.

H.O: 11-1-6, Ground Floor, Prakasam Street, Ramaraopeta, KAKINADA -533 004. PH: 0884-2361671, FAX: 0884-2361673



### SERVICE CALL REPORT

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# LASER SYSTMS PVT. LTD.

H.O: 11-1-6, Ground Floor, Prakasam Street, Ramaraopeta, KAKINADA -533 004. PH: 0884-2361671, FAX: 0884-2361673



### SERVICE CALL REPORT

Canon

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### SERVICE CALL REPORT

### Canon

Customer Name: SGS Anto College Call No. 497,77 Call Time : searbbA Call Date Model No. DR 2420L Contact No: Machine Sr. No. Hw50 9974 2/9/2021 Date(DD/MM/YY) Time(hh:mm) Call Type Counter Readings Job Time Call Engineer Despatch Bkn (hh:mm) Black A3 Black A4 Engineer Arrival Color A3 Color A4 Engineer Departure Clear Total Job Time Cal Completion Total Support 21697 Broken Call Renson Problem & Cause cleaned the Gener Photo Copies on Copyboard, Fault Code Platenalon, Casette, Multitra, checked the terms Location Code Action Taken level removed the warse then taken Prims Cause Code Remedy Code Copies to In Workin andition **Spares Consumed** Description Part Code Quantity Unit Price Amount Labour Charges Total estimated cost of Repairs Engineer Name: S. LEELA KRISHWA Engineer Code: Engineer's Sign: Our Canon machine is working to our satisfaction. The Estimated cost of Repair(as mentioned above) is approved meter reading of this report can be used for the billing. Customer Signature & Seal **Customer Feedback** How do you rate your experience with Canon during this Service :-□EXCELLENT □GOOD □AVERAGE □POOR Name: Email ID:



SERVICE CALL REPORT

# Canon

S.No: 2214

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### **Sample Supply Order Proceedings:**

#### File No.SG1/25/SGSAC/2016

OFFICE OF THE PRINCIPAL, S.G.S. ARTS COLLEGE, TTD, TIRUPATI

Roc.No.SG1/25/SGSAC/TPT/2016

Dt: .07.2021.

### "PROCEEDINGS"

<u>Sub:</u> TTD - Educational Institutions – SGS Arts College, Tirupati – CANON IR 2420L Copier Xerox machine – Drum to be replaced – Sanctioned – Supply orders – Issued.

Read:- 1. Service Call Report, dt. 22.06.2021 from M/s Laser Systems Pvt. Ltd, Tirupati

2. Quotations received on dt:23.06.2021.

3.Note orders of the Addl. F.A.&C.A.O, TTD, Tirupati dt. 29.06.2021

-0-0-0-0-0-

### ORDER:

Sanction is hereby accorded for an amount of Rs.9,440/- (Rupees Nine Thousand four hundred and forty only) towards purchase of 1 (One) No's of NPG-28 Toner for CANON IR 2420L Copier from M/s Laser Systems Pvt., Ltd., Tirupati to S.G.S Arts College, TTD, Tirupati as per AMC rates.

M/s Laser Systems Pvt. Ltd., Tirupati is requested to supply 1 (One) No's of NPG-28 Toner for CANON IR 2420L Copier @ 9,440/-/- to S.G.S Arts College, TTD, Tirupati under proper invoice.

The Principal, S.G.S. Arts College, TTD, Tirupati is requested to prepare the bill for arranging payment.

The Audit Officer (IAG), TTD, Tirupati is requested to admit and pass the bill.

// BY ORDER OF THE Addl. F.A & C.A.O-FAC, TTD, TIRUPATI//

PRINCIPAL- (FAC)

To M/s Laser Systems Pvt., Ltd., Tirupati. Copy to the Audit Officer (IAG), TTDs., Tirupati.

Signed by C Mani Date: 09-07-2021 14:41:05

Reason: Approved

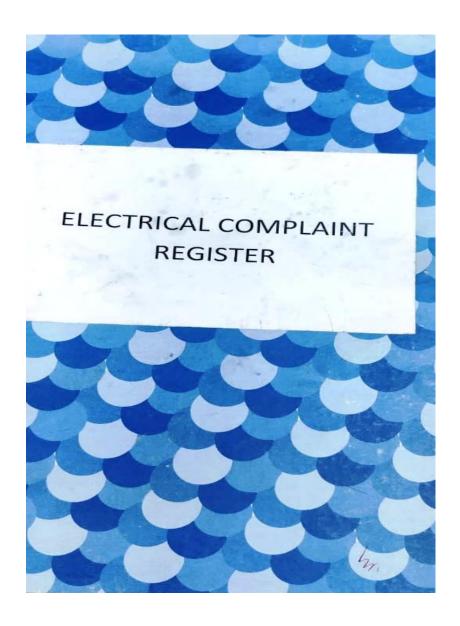
# <u>College Campus Internet & Wi-Fi Maintenance by EDP (Electronic Data Processing)</u> <u>Department:</u>

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Lessistant General Manager (17-Operations)
T.T. Devasthanams, Tirupati,

oder the

### **Electrical Works maintenance Register:**



### T.T.DEVASTHANAMS, TIRUPATI,

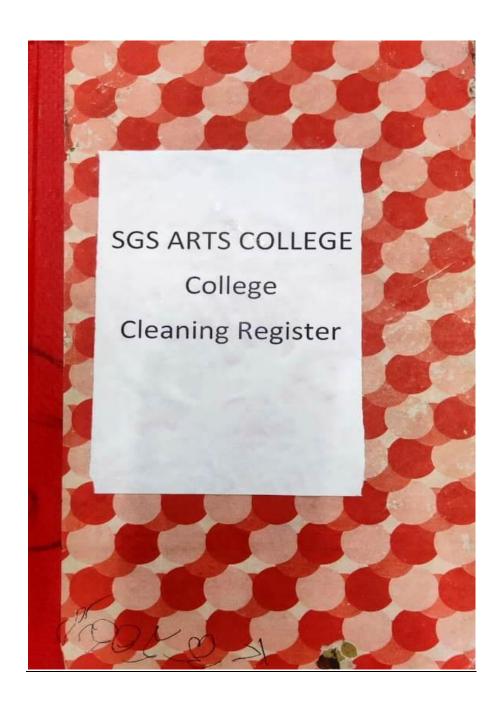
STOCK BOOKS FOR ARTICLES OF CONSUMABLE NATURE SUCH AS STATIONERY PRINTED FORMS, ARJITHAM BOOKS, MEDICAL DRUGS, CHEMICALS ETC.,

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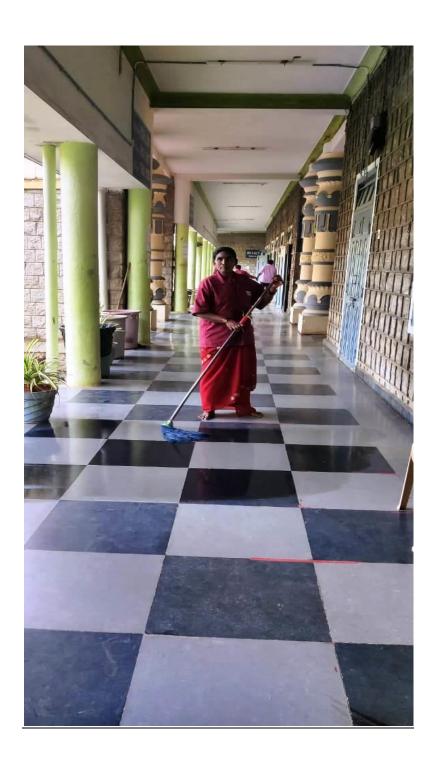
### **College premises cleaning maintenance Register:**



### Sample Page:

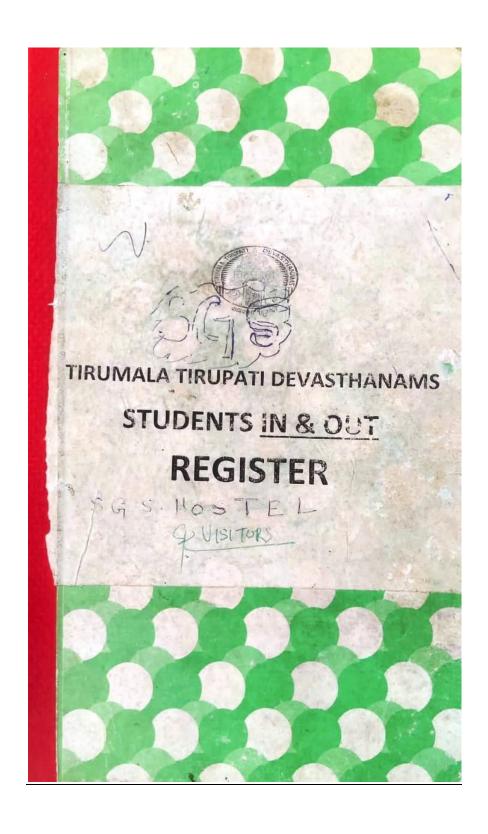
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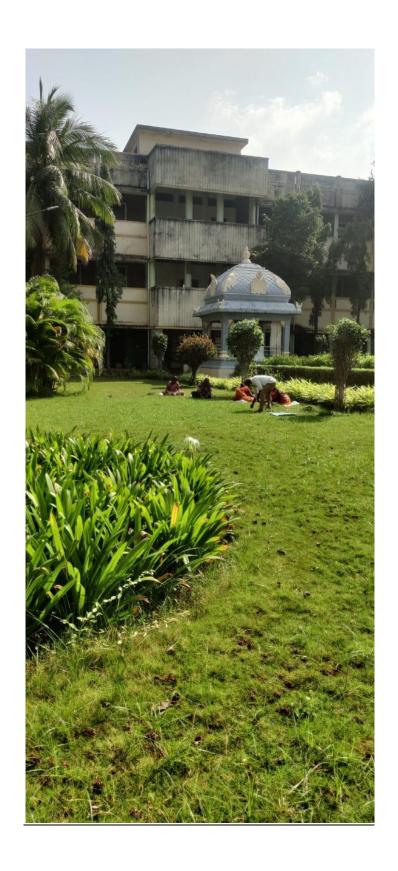




### **Campus Lawn maintenance:**

Fwd: Report for expenditure of SGS Arts college - panatihari@gmail.com - Gmail Fwd: Report for expenditure of SGS Arts college Inbox × DCF <ttddcf@gmail.com> Jul 6, 2021, 11:32 AM to me ----- Forwarded message -----From: DCF < ttddcf@gmail.com> Date: Sat, 3 Jul 2021 at 16:16 Subject: Report for expenditure of SGS Arts college To: <panatihari@gmail.com> With reference to the letter dated 02.07.2021, it is to submit that the expenditure regarding Botanical Garden & Landscape Garden from 2015-2021 there is no expenditure incurred. The Garden maintenance only for the department. For information Reply Forward





### **Garbage Maintenance:**



### Water Works Maintenance:



