



Dyno - UCC/17789  
27/12/18

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**(A State University established under Haryana Act. No.25/1975)**

**NAAC Accredited 'A' Grade**

No.P&S/18/  
Dt.

Regd & Email: - digitalcommrktk@gmail.com

To

M/s Digital Communication,  
1146/19, Hari Nagar,  
Rohtak

**Sub:- AMC for maintenance of 07 No. Photocopiers (RICOH) installed in the various department of University.**

As per negotiation held with the Representative of your firm on dt.19-07-2018 in the Committee Room (adjacent to the Registrar) on the subject cited above, it is intimated that the University has decided that the AMC (Annual Maintenance Contract) for 07 No. Photocopier Machines (RICOH make) be renewed w.e.f. 01-04-2018 to 31-03-2019 amounting to Rs.90,629/- + 18 GST extra (as applicable time to time). The detail of machines is as given below:-

S. N.	Name of Deptt.	Model	Sr. No.	AMC w.e.f.	Rates after negotiation
	Music Deptt.	MP-1813L	E344M840044	01/04/2018 to 31-03-2019	5267
	RTI Cell	MP-2001L	E345M252161		9892
	Dean, Academic Affairs	MP-2001L	E345M650215		9892
	History Deptt.	MP-2001L	E345M650244		9892
	Secrecy Br.	MP-5054	G187R290029		25233
	Commerce Deptt.	MP-2001L	E343MB50326		9892
	Director, Sports	MP-2030	V2126940784		20561
				<b>Total</b>	<b>90629</b>
				<b>GST @18%</b>	<b>16313</b>
				<b>G.</b>	<b>106942</b>

You are, therefore, requested to submit an acceptance of the offer on the previous terms & conditions of the contract alongwith GST as applicable on your firm Letter Pad and also submit fresh Authorization Certificate from the Company. The area of jurisdiction shall be Rohtak (in case of dispute, if any). The GST No. of the firm alongwith contact No. and E-Mail ID of your engineer may also be intimated for attending the complaints from time to time. Proforma attached be used for satisfactory report from the concerned branch/office/department.

**This may be treated as MOST URGENT.**

Officer on Spl. Duty P&S)

Endst. No. P&S/AMC/18/ 1880-90

dated: 27/12/18

1. All the Concerned Heads of the Departments/Directors/Branch Officers (users of the Machines- as per list attached) M.D.University, Rohtak
2. Director, UCC, M.D.University, Rohtak (for uploading this on the University website).
3. Finance Officer, M.D.University, Rohtak.
4. Joint Director (Audit), M.D.University, Rohtak.

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27.12.18

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27/12/18

Officer on Spl. Duty P&S)

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NAME OF THE DEPARTMENT/BRANCH/OFFICE: \_\_\_\_\_

SERVICE REPORT OF RICOH PHOTOCOPIER MACHINES FOR THE PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_

<u>Sr. No.</u>	<u>Description of Photocopier(s)</u>	<u>Machine Sr. No.</u>	<u>Qty.</u>	<u>Remarks</u>
1.				
2.				
3.				

Certified that the AMC services for the above Photocopier Machine (s) RICOH Make has been provided satisfactory and all the above mentioned Machine(s) are in working order.

Signature of the Resident service Engineer of  
M/s Digital Communication, Rohtak with seal & date)

Certified that the AMC services of above mentioned Photocopier Machines (RICOH) provided by the firm M/s Digital Communication, Rohtak has been found satisfactory and the payment (AMC charges) of above mentioned period may be made accordingly. No complaint is pending with this office against this firm.

Signature of the HOD/Br. Officer with seal with date