**Issue Two order for UPS Maintenance**

**1. Repair order (under Budget Head- Repair and Maintenance )**

**2. Purchase Order (under Budget Head- Development fund / Material and supply etc) only for Batteries**

*If Budget is not allotted, get permission from Principal against other items or Ensuring within allotted Maximum Budget limit*

*Sample Formats as follows*

*“Towards Global Technological Excellence”*

**GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI**

(*An Autonomous Institute of Government of Maharashtra*)

Near Kathora Naka, Amravati, (M. S.), India, Pin: 444 604

Phone: 0721-2531929 (office), 2531930 Fax: 0721-2531931

Website: [www.gcoea.ac.in](http://www.gcoea.ac.in) E-mail: principal.gcoeamravati@dtemaharashtra.gov.in

**REPAIR ORDER**

No. GCoEA/Name of Dept/RO/2025-26/

Date:

**To,**

M/s SDC Power Technologies Pvt. Ltd.,

24, Sewa Complex, Padole Layout,

Padole Square, Ring Road,

Nagpur 440022

**Subject: -** Order for repair, maintenance and supply of spare parts of UPS (rating) in Name of Department at **Government College of Engineering, Amravati**.

**References:**

1. Rate Contract No. GCoEA/UPS/2025-26/2148, dated 03/06/2025

2. Your Quote Ref: --------------, Dated: -------

Dear Sir,

The rates offered by you in the quotation referred above for the repair of **‘UPS (rating)** specified in the schedule (**total quotation cost Rs. 29500.00/-**) have been accepted on the terms and conditions given over leaf. You are therefore requested to execute the repair work on or before 04 weeks from the date of repair order, failing which the order shall stand cancelled. Please acknowledge the receipt of this order immediately confirming your acceptance.

SCHEDULE OF REPAIR ORDER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Item** | **Specifications** | **Unit Price** | **Quantity** | **Price with GST** |
| **1.** | **10KVA UPS**  **system** | Inspection Charges | Rs. 5,900/- | 1 | Rs. 5,900/- |
| Repairing Charges for UPS | Rs. 23,600/- | 1 | Rs. 23,600/- |
|  |  |  |  |
|  |  |  |  |
|  | **Total Price** | | | | Rs. 29,500 |

In words **Rs. Twenty nine thousand fiev hundred** only

**TERMS & CONDITIONS**

1. **Validity:** The rates offered by you are valid for 01 year from the date of references rate contract.
2. **Price:** F.O.R. destination at Government College of Engineering, Amravati. No extra charges will be paid if the material is to be replaced.
3. **Payment:** 100% against delivery and satisfactory installation, demonstration and working.
4. **Taxes**: inclusive in the offered rate.
5. **Delivery period:** Within **FOUR** weeks otherwise penalty charges as per government rule.
6. The undersigned shall not incur any liability to pay interest for delay in payment of bills for any reasons what so ever.

Principal

Government College of Engineering, Amravati

*Towards Global Technological Excellence”*

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**PURCHASE ORDER**

No. GCoEA/Name of Dept/PO/2025-26/ Date:

**To,**

M/s SDC Power Technologies Pvt. Ltd.,

24, Sewa Complex, Padole Layout,

Padole Square, Ring Road,

Nagpur 440022

**Subject: - Supply** Order for Batteries for UPS (rating) in Name of Department at **Government College of Engineering, Amravati**.

**References:**

1. Rate Contract No. GCoEA/UPS/2025-26/2148, dated 03/06/2025

2. Your Quote Ref: --------------, Dated: -------

Dear Sir,

The rates offered by you in the quotation referred above for **Supply** Order for Batteries for UPS (rating) specified in the schedule (**total quotation cost Rs. 41560.00/-**) have been accepted on the terms and conditions given over leaf. You are therefore requested to execute the repair work on or before 04 weeks from the date of repair order, failing which the order shall stand cancelled. Please acknowledge the receipt of this order immediately confirming your acceptance.

SCHEDULE OF SUPPLY ORDER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Item** | **Specifications** | **Unit Price** | **Quantity** | **Price with GST** |
| **1.** | **10KVA UPS**  **system** | Exide 12V-42Ah battery (new purchase) | Rs. 5056/- | **10** | Rs. 50560/- |
| Exide 12V-42Ah battery (Buy - back offer) | Rs. 900/- | **10** | ( - ) Rs. 9000/- |
|  |  | | | | 41560=00 |

In words **Rs. Forty one Thousand Five hudred Sixty** only

**TERMS & CONDITIONS**

1. **Validity:** The rates offered by you are valid for 01 year from the date of references rate contract.
2. **Price:** F.O.R. destination at Government College of Engineering, Amravati. No extra charges will be paid if the material is to be replaced.
3. **Payment:** 100% against delivery and satisfactory installation, demonstration and working.
4. **Taxes**: inclusive in the offered rate.
5. **Delivery period:** Within **FOUR** weeks otherwise penalty charges as per government rule.
6. The undersigned shall not incur any liability to pay interest for delay in payment of bills for any reasons what so ever.

Principal

Government College of Engineering, Amravati