**ICAR – National Research Centre for Banana (Indian Council of Agricultural Research)** Thogamalai Road, Thayanur P.O. Tiruchirappalli – 620 102, Tamil Nadu

# REQUEST FOR ANNUAL MAINTANCE CONTRACT & REPAIR & MAINTANENCE OF EQUIPMENT / INSTRUMENT

**(To be submitted before 2 months of expiry of current AMC / Warranty)**

**PART – I**

Name of the Scientist / End user:

Division / Section:

|  |  |  |
| --- | --- | --- |
| **S.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 and Serial Number |  |
| 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 / Annually |

# 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 Indentor**

Recommendations of Division / Section In-charge / Division 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

Approved / Not approved

# Director

ICAR – NRC for Banana, Tiruchirapalli