

**INDENT FOR ANNUAL MAINTENANCE CONTRACT***(Refer para 2.3.2 of the CSIR Manual)*\_\_\_\_\_  
(Name of the Lab./Instt)PR. No. as per PR Register \_\_\_\_\_  
(To be filled by Indenter)Indent No. & Date \_\_\_\_\_  
(To be filled by Purchase)**(Only printed indent without alterations/striking/over writings will be accepted)**

Name of Indenter \_\_\_\_\_ Designation \_\_\_\_\_ ID No. \_\_\_\_\_

Name of Project Leader \_\_\_\_\_ Designation \_\_\_\_\_ ID No. \_\_\_\_\_

Project No. \_\_\_\_\_ Name of Division \_\_\_\_\_

Category \_\_\_\_\_ Sub Category \_\_\_\_\_

Annual Maintenance Contract for the item / equipment / instrument / software, details of which are given below may kindly be finalized:

01.	Name of the Goods	
02.	Model and Serial Number	
03.	Name of the manufacturer/firm	
04.	PO No. & Date of purchase of goods	
05.	Total cost / Book value in Rupees	
06.	Date of installation	
07.	Period of warranty in years	
08.	Date of expiry of warranty	
09.	Present condition of the goods	
10.	If any repairs have to be carried out before commencement of AMC	
11.	Requirement of spare parts, critical, non- critical or essential calibration, if any	
12.	Whether AMC required is	Comprehensive/Non-comprehensive
13.	Whether User Log Book is maintained	Yes / No / Not Applicable
14.	Whether AMC is to be entered with OEM/Indian Agent/ Authorized Dealer/Service Provider/Third Party Supplier	
15.	Whether AMC is being done for	First time / Renewal

16.	Details of last AMC (in case of	
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	renewal)	
(a)	Earlier AMC Order No	
(b)	Name of the AMC holder	
(c)	Cost of AMC	
(d)	Period of AMC	
(e)	Service provided by the AMC Holder	Satisfactory / Unsatisfactory
(f)	Whether the party is rendering satisfactory services even after the end of AMC period	Yes / No
17.	Duration of the AMC now required	
(a)	No. of preventive and Break-down Calls required	
(b)	Any other requirement	
18.	Scope of work / maintenance including inclusions and exclusions (use separate sheet, if required)	
19.	Name of the Firm with whom the AMC is to be entered with	
20.	The estimated cost of the AMC (In Rupees) (Please refer Clause 2.1.1(3)(e)(i) of the CSIR Manual	
21.	Full address of service provider	
22.	Project No. and Budget Head	

23. We shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

Signature of the Indentor \_\_\_\_\_ Signature of the Project Leader \_\_\_\_\_  
Date Date

**TO BE USED BY PME OR ACCOUNTS FOR VERIFICATION**

PROJECT			FUNDS		
Project No. and Budget Head	Starting Date	Closing Date	Allocation including Revised allocation, If any.	Total Amount of Indents including Present indent	Balance

We shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

**PME/COFA**

**Head**