

#### 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.

## PROFORMA INVOICE

## 7 STAR CABLENET PRIVATE LIMITED

GROUND FLOOR, G-48/A, GAOTHAN NO 2, JUHU CHURCH ROAD, VILE PARLE WEST, MUMBAI,  
MUMBAI SUBURBAN, MAHARASHTRA 400049.

Billing Name & Address	Our Details
<b>M/s. MANIBEN NANAVATI WOMENS COLLEGE</b>  A/1, NANAVATI WOMENS COLLEGE, VALLABHBHAI PATEL ROAD, VPW, MUMBAI 400056  State : 27 MAHARASHTRA GST Number :	<b>For</b> : 04/01/2021 To 30/03/2022  <b>Proforma No</b> : VPNACOA0501 / 1  <b>Proforma Date</b> : 04/01/2021 <b>Due Date</b> : 04/01/2021 <b>State</b> : 27 MAHARASHTRA <b>GST Number</b> : 27AABCZ0403E1ZT

Pass For Payment *EPD*  
 Amount (In Figure) *84960/- 15/01/2021*  
 Amount (In Words) *Eighty Four Thousand - Nine Hundred Sixty only.*

Sr.No.	Particulars	HSN/SAC Code	Package Rate	Discount	Taxable Amount	CGST Amt @ 9.00 %	SGST Amt @ 9.00 %	Total Amt
1	Internet Subscription Charges (7STAR80MBPS450D)	99	72000.00	0.00	72000.00	6480.00	6480.00	84960.00
A. Prepaid Packages are not Refundable.		Sub Total	72000.00	0.00	72000.00	6480.00	6480.00	84960.00
B. Cheque Bounce Charges is Rs. 200/- + Tax as applicable.		<b>UserId : mnwc1</b>		Round Off				0.00
<b>RUPEES EIGHTY FOUR THOUSAND NINE HUNDRED SIXTY ONLY</b>						<b>Grand Total</b>		<b>84960.00</b>

This is a Computer Generated Bill, Signature not Required.

For 7 STAR CABLENET PRIVATE LIMITED

To pay online, Please log on to <http://www.7starcablenet.com>. Login Id : / Password : cbl123.

### RTGS Details for Transfer

Company Name : 7 STAR CABLENET PRIVATE LIMITED  
 Bank Name : IDBI BANK  
 Branch : VILE PARLE WEST  
 Bank A/c No : 0181102000008341  
 Bank A/c Type : Current A/c.  
 IFSC Code : IBKL0000181  
 Customer Id : mnwc1

① MRWC — 10620  
 ② TCLY — 10620  
 ③ BMS — 10620  
 ④ BAFI — 10620  
 ⑤ TCLY In — 10620  
 ⑥ SCNDI — 10620  
 ⑦ BRUC — 10620  
 ⑧ PG — 10620

Please SMS or eMail UTR No. along with Customer Id(compulsary) on 9222212801 or [accounts@7starcablenet.com](mailto:accounts@7starcablenet.com).  
 If Customer Id is not given along with payment, we are not responsible for non-credit of Payment.

Total 84960

Amc file



# GREAT ELEVATORS

GOVERNMENT APPROVED ELECTRICAL ENGINEERS & CONTRACTORS

NEW INSTALLATION, RENOVATION & MAINTENANCE OF ALL TYPES OF LIFTS, SPECIALIST IN HYDRAULIC CAR & PASSENGER LIFTS & ESCALATORS

OFFICE : NEW AAMRAPALI, BUILDING NO-K/8, GALA NO-03, GR. FLOOR, MMRDA COMPLEX, KANJURMARG (W), MUMBAI-400 078  
TEL.: 022-2577 0041 MOB.: 88984 58517

GREAT/AMC/REF.NO: 040/2020-21.

## LIFT MAINTENANCE CONTRACT AGREEMENT

To,  
The Chairman/ Secretary,  
**MANIBEN NANAVATI WOMENS COLLEGE,**  
Vallabhabhai Road,  
Vile Parle (West),  
Mumbai- 400 056.

Fully  
Partly  
C. No. : 001980  
C. Dt. : 13-3-21  
Amount : 122721/-

**PAID**

Received  
MMA  
CS



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Dear Sir,

We would like to undertake the maintenance of the lifts installed at your premises detailed below, under the following terms & conditions.

<b>LOCATION</b>	: VILE PARLE (WEST), MUMBAI- 56.
<b>NUMBER OF LIFTS</b>	: 01(Ground + 07),
<b>TYPE OF LIFTS</b>	: EXCEL LIFTS/ MANUAL TYPE.
<b>TYPES OF SERVICE CONTRACT</b>	: ORDINARY Maintenance Contract.

## SCOPE OF THE CONTRACT

### A] ORDINARY MAINTENANCE CONTRACT:

Includes monthly inspection and servicing of the lifts such as Examining the ropes and their attachments examining the motors the gear, examining & lubricating the guides, lubricating of all moving parts & making minor adjustments so as to keep the lifts & its installation in a safe & good working condition.

This also covers up attending break down calls attending periodical inspection carried out by inspector of lifts, Govt. of Maharashtra.

These jobs will be supervised & attended by our well qualified & trained personals.

## TERMS AND CONDITIONS

- All the works shall be carried out during the normal working days.
- It is understood that we don't assume possession or control of the equipment or Any parts there of both such remain exclusively yours as the owner.
- Any abnormality observed in the lift & its installation should be immediately Reported to us.
- The owner shall kept the whole lift installation but particularly the inside of the lift Car & the landing our side the entrance Doors as clean as possible so as to prevent Irregularities in the Working of the lift on account of excessive dirt & dust Accumulations. Occurrence of any fatal or non fatal accident in the lift shall be Reported to the inspector of lifts Mumbai.
- We shall not be liable for any loss, damage or delay do to any Cause Beyond our Responsible control including but not limit to Acts of Governments, strikes, lock Outs, fire, explosion Disturbance form Insect and water or monsoon, theft, Mischief or act of God.



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**Ordinary** maintenance service Contracts Shall commence from:

**[01<sup>ST</sup> JULY 2020 To, 30<sup>TH</sup> JUNE 2021]**

**[FOR, ONE YEAR CONTRACT]**

For, a minimum period of one year & shall continue Thereafter until Agreement is Terminated by 30 days notice to That effect given in writing by either end.  
Our charges for maintaining your lift is as under:



**ORDINARY** service contract is as under:

**Rs: 10,400 + 1,872 (GST: 18%) = 12,272/- Yr.**

**[In Words: TWELVE THOUSAND TWO HUNDRED SEVENTY TWO ONLY]**

**GST NO: 27AAMFG1979J1ZT**

The payment shall be made in advance in favor of "GREAT ELEVATORS" only.

- The above charges we based on the current market cost of Labour & materials & shall Be revised from time to time.
- The agreement does not cover charges for stand by units or Posting Mechanic on Social duty.
- The owner shall provide with proper lighting arrangements is Machine room, Hoist Way, Cabin top, Pit etc.
- In this contract does not covered any alternation, Modernization or Modification Jobs.
- To Return GREAT ELEVATORS all the dismantled material against any repairs / Replacements carried out by us.
- This proposal when accepted & confirmed by our authorized official shall constitute The contract between us & all prior representation & arrangements not incorporated Here in are superseded.

Yours truly,

**GREAT ELEVATORS**

(MAINTENANCE EXECUTIVE)

Date: 27<sup>th</sup> June, 2020.



ACCEPTED IN DUPLICATE BY,

*R. P. Trivedi*

**Dr. (Mrs.) Raishree P. Trivedi**  
(PARTIES SEAL & SIGNATURE)

Maniben Nanavati Women's College,  
Vile Parle (West), Mumbai - 400 056



NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE/ Policies & Procedures / 2019

## THE PURCHASE POLICY

The Purchase Committee of Maniben Nanavati Women's College was revised on March 15, 2019. The following members were included:

### 1. The Purchase Committee:

- Dr Rajshree Trivedi (Principal)
- Dr Rita Patil (Vice-Principal)
- Dr Twinkle Sanghavi (NAAC support committee)
- Mrs. Keyaa Mukherjee – (Office Superintendent )
- Ms. Aarati Mahadik (Head Clerk)
- Ms. Dhanashree Joshi (Junior Clerk)

### 2. Goals of the Committee:

- To invite quotations from vendors for the purchases to be made
- To regulate and monitor all the purchases made by the College
- To finalise purchases at the best competitive prices without compromising on the quality of the product/ services/ subscriptions
- To maintain records of all the purchases includingg their warranty

### 3. The Purchase Policy:

- To invite quotations from different vendors for purchases over Rs. One Lakh and above

### 4. System:


- Requisitions are received from all the departments, committees and other sections
- The requisitions are carried out within the framework of the institutional budget

### 5. Procedures:

- Purchases are made after the quotations are compared and the quality offered by the vendor
- After the purchase is done, the goods received are inwarded and numbered.
- The documents related to the purchases are documented. Manuals, warranty cards etc are filed and kept in order.
- If the existing items are to be upgraded or augmented, the same process is carried out.



Signed by:

  
**Dr. (Mrs.) Rajshree P. Trivedi**  
Principal  
Maniben Nanavati Women's College,  
Vile Parle (West), Mumbai - 400 056

Date: 01/04/2020

Place: Mumbai