



**AMET**  
**(ACADEMY OF MARITIME EDUCATION AND TRAINING)**  
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

**CRITERION 4**

**Infrastructure and Learning Resources**

**KEY INDICATOR**

**4.4 Maintenance of Campus Infrastructure**

**Q.M**

**4.4.2 Systems and Procedures for Maintaining Physical, academic and support facilities**

Weblink : [https://www.ametuniv.ac.in/naac/c442\\_Maintenance\\_support\\_facilities.html](https://www.ametuniv.ac.in/naac/c442_Maintenance_support_facilities.html)

**Quality Management System (QMS) & Procedures for Maintaining Physical,  
academic and support facilities**

**(Procedures for AMC renewal)**



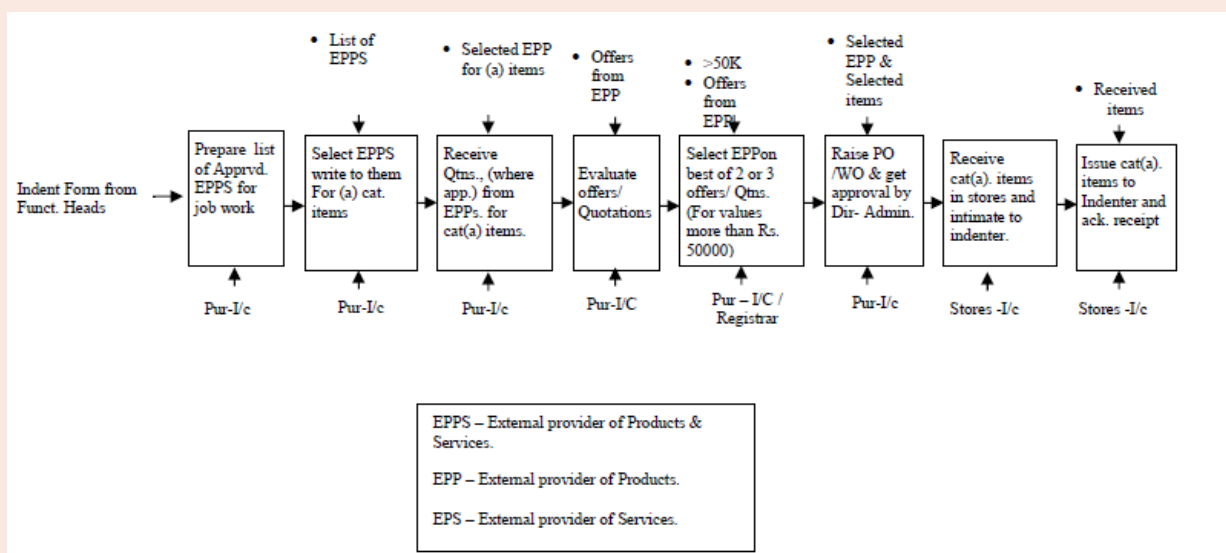
## AMET

### (ACADEMY OF MARITIME EDUCATION AND TRAINING)

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AMET has Quality Management System (QMS) where Quality Procedure are described for every functional aspects under the requirements of ISO 9001: 2015 standards. Wherever, needed, IQAC also develops forms and procedures to implement and sustain the quality in all areas. Per year minimum two internal audits are conducted to ensure the effectiveness of the process

### Quality Procedures for Purchase, maintaining and utilising physical, academic and support facilities





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## Quality Management System (QMS) Forms

### AMC Renewal



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**INDENT REQUEST FOR JOB WORK**

**Indent No:**  
(To be filled by purchase Dept.)

**Date:**

1. Name of the person making Indent  
for job order:

2. Designation:

3. Department:

4. Nature of Job Work :

5. Purpose of Job Work :

6. Probable Source:

Approximate cost of the item and/  
7. Name of the service provider, if know:

8. Time schedule of Job completion:

9. Remarks (if any) from the Head of the Department:

Signature of Person  
Making Indent

Signature of  
Head of the Department

Approval of  
Competent Authority

Enclosures, if any:


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F302A/REV00/01.10.12



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**Indent Request for Lift AMC Renewal**

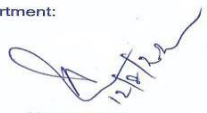
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**INDENT REQUEST FOR JOB WORK**

Indent No: 8756  
(To be filled by purchase Dept.)  
Date: ~~12/08/2020~~  
9/09/2020

- Name of the person making Indent for job order: JOHNSON, J.
- Designation: Maintenance - I/c
- Department: Maintenance.
- Nature of Job Work : KONE Lift's AMC Renewal.
- Purpose of Job Work : Maintenance of "B" BIK Elevator.
- Probable Source: KONE Elevator India Pvt. Ltd.
- Approximate cost of the item and/  
Name of the service provider, if know:
- Time schedule of Job completion: Asap.
- Remarks (if any) from the Head of the Department:

Signature of Person Making Indent: 

Signature of Head of the Department: 

Approval of Competent Authority: 

Enclosures, if any:

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**Work order Procedure**

 <b>AMET</b> <b>ACADEMY OF MARITIME EDUCATION AND TRAINING</b> <b>DEEMED TO BE UNIVERSITY</b> <small>(Under Section 3 of UGC Act 1956)</small> 135, East Coast Road, Kanathur - 603112. Tel: 91 - 44 - 2744 4625 / 627 / 628 Fax : 91 - 44 - 2747 2804 / 2747 2904 Website: www.ametuniv.ac.in E-Mail: purchase@ametuniv.ac.in , accountsmanager@ametuniv.ac.in GSTIN No. : 33AAATP0243L1ZR											
<b>Work Order</b>											
<b>To</b> <b>Kone Elevator India Private Limited</b> 5th Floor, Shyamala Tower, East Wing, No.136, Arcot Road, Saligramam, Chennai Pincode: 600093 Phone: 66254372 Mobile: 6385154723				<b>Work No./Date</b> : 2020-21/W/0059 Dt. 02/09/2020 <b>Indent No./Date</b> : 8756/Mr. Johnson Dt. 01/09/2020 <b>Indenting Dept.</b> : MAINTENANCE <b>Your Quotation No.</b> : Letter Dt. 05.06.2020 <b>Your Quotation Dt.</b> : 05/06/2020							
We are pleased to release our Work Order for the following particulars:											
<b>S.No</b>	<b>Code</b>	<b>Item Description</b>	<b>UOM</b>	<b>Qty.</b>	<b>Rate</b>	<b>Disc %</b>	<b>Disc</b>	<b>GST %</b>	<b>GST</b>	<b>Amount</b>	<b>Required Before</b>
1	WO001	Maintenance Work Kone lift B Block - 40741366 Annual Maintenance contract for the period 21.07.2020 -20.07.2021	nos	1.00	52241.28	0.00	0.00	18.00	9403.43	61644.71	02/09/2020
<b>Sub Total</b> :										61644.71	
<b>Net Amount</b> :										61645.00	
WO Value (In Words): Rupees Sixty one thousand six hundred forty five only											
<b>TERMS &amp; CONDITIONS</b>											
<b>Currency</b>		: INR		<b>Freight</b>		: Included					
<b>Payment Terms</b>		: 100% Advance		<b>Remarks</b>		: B Block Lift AMC					
<b>Mode Of Despatch</b>		: As per Specifications									
<b>Destination</b>		: Kanathur - Chennai									
<b>Price</b>		: For Kanathur									
Prepared By : <i>R.MADHAVAN</i> ( Mobile No : 9500098380 )				<i>R.MADHAVAN</i> Purchase Manager				<i>R.MADHAVAN</i> for AMET Authorized Signatory			
Controlled Copy				F301A/REV 00/01.10.12							

**P.O. Completed**  
Invoice No. 8240196596 Dt. 31-8-2020  
Remarks if any: nil  
*K. Gai*  
Signature of the incharge passing the bill S. O.  
23.10.2020



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M/s.  
AMET UNIVERSITY  
NO.135, EAST COST ROAD, KANATHUR,  
COAST RD, NR RAGAS DENTAL COLLEGE  
KANATHUR  
CHENNAI  
603112  
TAMIL NADU

KONE Elevator India Pvt Ltd  
Shyamala Towers 5th Floor, East  
Wing  
600093  
S Ganesan  
Tel: 66254254  
Mob. 9790775774

Date 05.06.2020

Sub: Renewal of Maintenance Contract

Ref: KONE Care Plus™  
Maintenance Contract Number 40741366 for of 1 Elevators / 0 Escalators

Dear Sir(s),

We are grateful for your valued patronage and continuous co-operation. We wish to inform you that the present maintenance contract is due for renewal from 21-05-2020. Due to all round increase in cost to operate this contract, we are constrained to revise the contract price for the ensuing period.

In view of the above, we propose a nominal increase over the present contract value. Accordingly, the new contract value for the period 21-05-2020 to 20-05-2021 will be as below

General contract agreements	
Contract start date	21-05-2020
Contract end date	20-05-2021
Contract term	1 year Contract
Invoicing	Yearly in advance
Payment Terms	Payable immediately Due net
1st-year annual price without taxes (Rs)	Rs 54,330.93
CGST @ 9%	Rs 4,889.78
SGST / UTGST @ 9%	Rs 4,889.78
Total price for first year, including applicable taxes	Rs 64,110.50
Annual Increment on Basic Price	Mutually agreed percentage on previous year's Basic Price

\*The taxes shown above are as per prevailing rates. In case of any change/revision by Government, the same will be to your account.

All other terms and conditions in the Original Maintenance Contract Number 40741366 shall remain unaltered and shall be binding on us for the new period.

Please sign and return one copy of this letter in confirmation of acceptance of the above arrangement.

Yours sincerely

For KONE Elevator India Pvt. Ltd

For AMET UNIVERSITY

Authorised Signatory

Authorised Signatory  
Name, Designation, Seal

KESV / F009 / A / 10





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**Asset List - Equipment Details**

The following equipment shall be covered by this contract

Scope of contract: KONE Care Plus™  
Equipment type: Elevator

Equipment number	Address	capacity (Kg)	Number of landing doors	1st-year annual price without taxes (Rs)
40189006	NO.135, EAST COST ROAD, KANATHUR, CHENNAI 603112	340	5	Rs 54,330.93

For KONE Elevator India Pvt Ltd

2  
KESV / F009 / A / 10

Signed For Customer



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**Quality Management System (QMS) and Procedure:**

[https://www.ametuniv.ac.in/md\\_attachment/19\\_AMET\\_ISO\\_Certificate.pdf](https://www.ametuniv.ac.in/md_attachment/19_AMET_ISO_Certificate.pdf)

