

## Firms/Vendors Letter head

To  
Registrar  
Institute for Social and Economic Change (ISEC)  
Dr V K R V Rao Road, Nagarbhavi Post,  
Bengaluru – 560 072

Sir/ Madam,

**Sub : Comprehensive Annual Maintenance Contract(AMC) for 3 Nos.25 LPH RO Water Purifiers for the year 2023-24 – reg.**

Reference your quotation No: ISEC/Regr./Estate/2021-22/ and dated 06<sup>th</sup> February, 2023. We are offering the rates as under:-

The Institute intends to enter into a Comprehensive Annual Maintenance Contract (AMC) of 3 NOs 25 LPH RO water purifiers for one year. You are requested to quote your lowest prices after inspection and going through the terms and conditions of AMC. A brief description of RO is given Below:-

Sl No	Description	Qty	Rate	Amount Rs
1.	Annual Maintenance Contract Charges for 25 LPH RO Water Purifier System SI No : 14122251815,15081741875 & 15081821815 Location: Gents hostel mess, Seminar hall bldg & In front of Library.	3 Nos		
				GST Rs
				<b>Grand total Rs</b>

### Terms and Conditions

1. The Comprehensive Annual Maintenance Contract of 03 Nos 25 LPH RO water purifier is for one year.
2. The AMC Charges will be paid half yearly.
3. **The Comprehensive AMC covers all spare parts and components for the RO water purifiers**, which includes the replacement of filters, pump motors, UV filters, etc. as and when required.
4. The complaint is to be attended within 24 hours and rectify the breakdown/faults in the water purifier with the replacement of spares/components.

You are requested to submit your latest **Company Profile** and partial list of your current existing AMC clients with their contact details along with the quotation. If required, you are free to visit our Institute to inspect the systems during office hours before quoting the price.

The quotation along with necessary enclosures in a sealed cover super-scribed with “**Quotation for Comprehensive AMC of 25 LPD RO water purifier systems for 2023-24**” should reach the office of the **Register Office on or before 16<sup>th</sup> February 2023 (before 5 pm)**

Thanking you,

Yours sincerely,

(Vendor signature)

Seal