No. D. 112 /Gen

All Head of Sections/Cells
Registrar's Office,
Administrative Block
AMU, Aligarh

Dated: 15.05.2017

Office of the Registrar
(General Section)
Aligarh Muslim University
Aligarh

It is hereby informed that a Comprehensive Annual Maintenance Contract (CAMC) of Computers with attached UPS upto 1KVA, Printer, Scanner including supply of consumables and replacement/repair of parts installed in various Sections/Cells/Units of Registrar's Office has been executed between M/s Samiah Enterprises, Baruela Market, Dodhpur, Aligarh for a period of one year w.e.f. 11.05.2017 to 10.05.2018.

You are, therefore, requested to kindly contact M/s Samiah Enterprises for repair and maintenance of computers and its allied items along with procurement of consumables and replacement of parts with the aforesaid firm w.e.f. date of execution. They may be contacted on (mobile No. 9359508768 & 7456038334) for any complaint or demand for any consumable items and its accessories at 6% discount on MRP. After completion of the work, performance slip will be signed by an employee not below the rank of Section Officer of the respective section where work is accomplished.

The quarterly bill towards AMC raised by the firm will be passed by the Deputy Registrar (Accounts) for payment to the firm from the relevant head under his charge. Further Deputy Registrar (Accounts) will not accept and pass bills of any other firm for the aforesaid work which are covered under Service Agreement.

(S.M. Suroor Athar)
Joint Registrar
(General)

Copy to:-
01. M/s Samiah Enterprises, Baruela Market, Dodhpur, Aligarh
02. Deputy Registrar (Accounts) along with a copy of agreement.
03. PA/PS to Registrar