

Annual Service Contract Proposal Proforma

Department of _____

1.	Name of the Equipment/Model&Make S. No.	
2.	Price of Equipment	
3.	Name of the original supplier	
4.	Name of the authorized Indian Dealer	
5.	Date of Installation	
6.	Date of expiry of warranty period	
7.	Name of firm undertaking the job	
8.	Whether the Equipment was earlier under services contract.If so indicated period of contract and rate	
9.	Period for which service contract is requested	
10.	Service contract charges demanded by the firm	
11.	Service contract charges interim of %of equipment price	
12.	Term&Conditions of Service Contract	
	i) No . of Maintenance Visits	
	li) No. of break down visits	
	lii) Charges for calls exceeding no of break down visits if,if applicable	
13.	Whether services contract includes any spare	
14.	Justification&Recommendation of HOD	

Certified that the rates charged/being charged by the firm are justified and competitive

Signature of HOD with Stamp