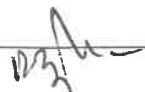
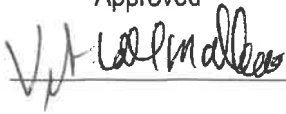


Miscellaneous maintenance - Water tank, security, firefighting, medical room, civil repairs

- SOP For STP
- SOP For Water Tank Cleaning
- SOP For Safety And Security Room
- SOP for Fire Fighting Action Plan
- SOP For Medical Room
- Samples for Infrastructure - Day-to-day Maintenance
- Samples for Infrastructure - Annual Maintenance
- Samples for Infrastructure - Special Maintenance
- Samples for Preventive Repair Maintenance
- Samples for Civil Repair/Maintenance

STANDARD OPERATING PROCEDURE FOR STP

Originated	Concurred	Approved
		

Objective:

To standardize procedure for operation of Sewage treatment plant to obtain maximum efficiency.

Policy:

To ensure that plant is operated with out trouble and least breakdowns.

Responsibility:



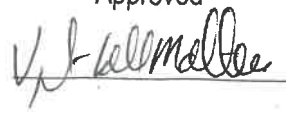
STP operator / Shift Engineer

Procedures:

1. Check bar screen; chamber clear it from clogging materials if any.
2. Check level of equalizer tank/settling tank
3. Check grease traps.
4. Start Air Blowers for aeration of fluidized aerobics and for other system.
5. Check resistibility of PVC balls and if found loaded with grease and solid fluid plan washing of the same with fresh water.
6. Start raw water pump, to pump water from ground tank to aerator.
7. Clean aerator and settling tank from any algae formation or clogging materials.
8. Check fluidize sludge from settling tank is drain out periodical in sludge tank.
9. Divert treated water in treated water tank.
10. Fix dose of liquid chlorination and treat in coming water to treated water tank.
11. Start transfer water pump for dual media filter feed.
12. Check pressure drop in the filters and softeners.
13. If metal is noticed packed air blow the system
14. Check brine solution dozing and re-dosage softener with brine solution.
15. Test quality of soft water and treated water for its designed TDS, BOD level and ph value.
16. Start treated water recycling pump for irrigation system.
17. Divert surplus water in the storm drain water channel.
18. Check liquid sludge tank. If adequate quantity available for press machine, start sludge pump



STANDARD OPERATING PROCEDURE FOR STP

Originated 	Concurred 	Approved 
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19. Start press machine to squeeze man use cakes and recycle liquid, back and sludge tank.

20. Record parameters in the log sheet

Bar Screen Chamber:

The effluents flow by gravity into the Bar Screen chamber, where SS type Bar Screen is provided. The screen provided will arrest suspended matter such as rag, paper, vegetable wastes, leaves, cotton waste etc and have to be cleaned by hand rake manually. This screenings should be collected and disposed off at regular intervals by landfill / burying

Equalization Tank:

The screened effluent from the bar screen chamber flows into equalization tank by gravity. The tank acts as a holding tank for the raw effluents. In order to homogenize the quality of waste water, as well as to feed waste water at a uniform rate to the rest of the treatment plant and to prevent odour mixing, by means of diffused aeration comprising coarse bubble diffusers and air blowers are provided keep the blower in the operations so long as the inflow is present. In any case, blower should not be rested for more than one hour to prevent odor problems.

Aeration Tank:

Aeration tank is main reaction tank for the biological process. As the waste water flows into the tank an equal quantity of tank contents over flows into secondary settling tank. Fine pore diffusers (Tubular Membrane Diffusers) have been provided. For aeration operate them continuously round the clock, so long as there is normal waste water flow into the tank.

Secondary Settling Tank:


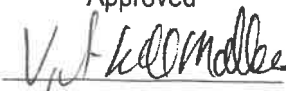
The over flow from aeration tank is led into the settling tank by gravity. It is provided with Hopper Bottom for settlement of suspended solids. The excess sludge from settling tank is drawn to sludge holding tank through sludge pumps, sludge pumps are also provided for recirculating the thickened Biomass back to the aeration tank in order to maintain the design MLSS (Mixed Liquor Suspended Solids)

Clarified Water Sump:

The over flow from secondary settling tank flows by gravity to the clarified water sump and it is pumped through a pressure sand filter, Activated Carbon Filter and on line chlorination is provided for disinfection.



STANDARD OPERATING PROCEDURE FOR STP

Originated	Concurred	Approved
		

Pressure Sand Filter

The Treated Effluent from the sump is pumped to pressure sand filter. This is a pressure vessel equipped with a perforated under drain plate, fitted with polystyrene strainers, filter media comprises of graded filter is gravel/sand. The clean filter water comes out from pressure led to AC Filter.

Activated Carbon Filter:

The filtered water from the pressure sand filter passes through an Activated Carbon Filter which comprises of vertical pressure vessel. Equipped with perforated plate with polystyrene strainers at the bottom and top perforated brass strainers. In between the filter media comprising 900 MM deep activated carbon granules over a bed of graded gravel on line chlorination is provided for disinfection before disposal to final sump.

Sludge Holding Tank:

Excess sludge from the setting tank is collected in sludge holding tank which is provided with course bubble diffusers to thicken the sludge and the same is pumped to filter press for dewatering by means of Screw Pump.

Final Sump:

After treated and chlorinated the effluent is collected in this tank, whenever water is required it can be pumped for gardening / disposal final pump has provided for purpose.

Filter Press:

Thickened sludge from Aerobic Digester is pumped to filter press to dewater the sludge and to form a cake. The cake will be removed manually and will be disposed as manure or carted out. Filtrate will be diverted to Aeration tank.

PROCEDURE FOR PUTTING INTO NORMAL FILTRATION:

Before starting the filter, all the valves should be fully closed. After starting one of the pumps and ensuring that the inlet pressure gauge is showing delivery pressure, proceed as follows:


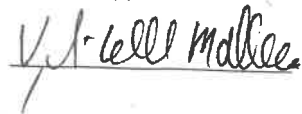
PRESSURE SAND FILTER

V1 = Filter Inlet
V2 = Filter Outlet



STANDARD OPERATING PROCEDURE FOR STP

Sushant
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Originated	Concurred	Approved
		

V3 = Backwash Inlet
V4 = Back Wash Outlet
V5 = Air pressure valve

Activated Carbon Filter

V6 = Filter Inlet
V7 = Filter outlet
V8 = Backwash Inlet
V9 = Backwash Outlet
V10 = Air Release Valve

- Open Filter Inlet valve **V1**.
- The Air valve **V5** on top of the filter will release the air from inside the filter with a hissing noise and will close by itself when the filter is full.
- Immediately on observing the rise in pressure in the outlet pressure gauge of the filter, open the outlet valve **V2**. Now the filtration is on.

Backwashing the Filter:

Backwashing the filters to wash out the dirt accumulated on top of the filter beds is an essential part of the operation routine. The frequency of backwash depends upon the turbidity of the water to be filtered. The filter is provided with a gauge panel on which are mounted two pressure gauges connected to the inlet and outlet of the filters. The difference in the gauge readings will indicate the loss of head through the filters. Normally, a head loss of 6 feet (3 PSI) is allowed and if it exceeds, backwashing has to be taken up.

Backwashing is done by sending a current of water at a high rate through the filter bed in a reverse upward direction. The high velocity agitates the filter sand bed, loosens and carries away the accumulated dirt out through the backwash drain pipe.

Procedure for Backwashing the Filter:


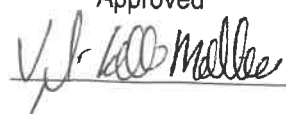
This consists of the following steps:

- Close all valves of the filter and stop the pump.
- Open Backwash inlet and outlet valve **V3 & V4** fully.
- Start both pumps and immediately open their delivery valves fully. Observe the dirty water coming out of the drain pipe. This backwashed water can be led into the Equalization tank.
- Continue the operation until the water comes out is clear.
- Stop the pump and close the valve **V3 & V4**.



STANDARD OPERATING PROCEDURE FOR STP

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CAUTION:




The filter beds should not be allowed to become dry at any time. Otherwise under dry conditions, the filter media will cake up and it will be difficult to break it afterwards by back washing. Whenever, the filter is to be shut down, close all valves tightly and lock up the water inside the filter.

Leaky valves & joints should be attended to immediately. An efficiently backwashed filter will show a head loss of 1 to 2 feet at normal flow. In due course, due to accumulation of dirt on the filter bed, the head loss increases. When reaches 6 feet or 3 psi or 0.2 kg / Sqcm, the filter has to be backwashed immediately. If do not operate for long periods at high head losses.



STANDARD OPERATING PROCEDURE FOR STP

Sushant
University

Originated 	Concurred 	Approved 
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NOTE:

Life of the activated carbon depends upon the quality of feed inlet from the pressure filter. When the carbon bed is exhausted, it has to be replaced. If has to be replaced. If the treated water after for the Carbon replacement. It is anticipated that the carbon bed will last minimum 6 months.

ACTIVATED CARBON FILTER:

The filter water from the Pressure Sand Filter passes through an Activated Carbon Filter which comprises of Vertical Pressure vessel, perforated plates fitted with polystyrene strainers and are provided at the bottom as well as top, and in between is the filter media comprising 900 mm deep Activated Carbon granules over a bed of Graded Gravel. Outlet is led to final sump. One on line chlorine solution is dosed into the line for disinfection before disposal.

PROCEDURE FOR AC FILTER INTO NORMAL OPERATION:

To operate Activated Carbon filter procedure as under

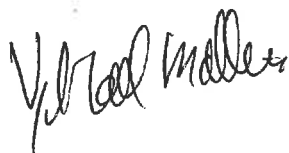
- Keep all the valves of the A.C. Filter closed.
- Open valve **V6**.
- Water flows into the Carbon Filter.
- After ensuring that the Filter is full and under pressure open the outlet valve **V7**.
- Filter is now in operation and the inlet water flows through the Carbon bed. This will result in absorbing Residual odor and colour if any.

BACK WASHING THE A.C. FILTER:

Back washing the carbon filter periodically is necessary to remove any dirt and to thoroughly agitate and homogenize the carbon bed. This may be done once a week as a routine. The strainers in the top of the filter prevent the carbon granules from getting washed out only the fines are washed out.

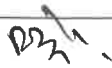

Proceed as follows:

- Keep all valves of the Carbon Filter closed.
- Open the Backwash inlet valve **V8**.
- Start two treated effluent pumps and the Pressure Filter in normal mode.
- Now open the Back washing drain valve **v9**.
- Carbon Filter back washing is now on.
- Backwashing for about 5 to 10 minutes should be sufficient.
- After backwashing close all valves and stop the pump.





STANDARD OPERATING PROCEDURE FOR STP

Originated	Concurred	Approved
		

SHUTTING DOWN THE A.C. FILTER.

Closing inlet and outlet valves V6 & V7.

SAFETY PRECAUTIONS

1. Never descend into any tank for whatsoever reason, unless another operator is also present.
2. Check and ensure the safety guards are intact.
3. DO NOT Carry out any work while pump is in operation.
4. Exercise care while making up chemicals solution for dosing. Use safety equipments.
5. Keep and maintain coupling guard, motor covered at all the times.
6. When working on Air blowers, Motors and Pumps, switch off respective motor at the panel.
7. Never run the pumps with Inlet and Outlet valves closed.
8. Lock out/Tag out the power supply from incomer before commencing any maintenance.
9. Care must be taken while opening rusted nut bolts which are prone to be broken / cause slippage.
10. Ensure thorough cleanliness of the area before and after the maintenance work.
11. While inspecting the pump in operation, keep safe distance.

Revision Guide:

Any change in the system needs review of SOP.





STANDARD OPERATING PROCEDURE FOR WATER TANK CLEANING

Originated _____	Concurred _____	Approved _____
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Objective:

To establish the standard Operating System for the Cleaning of Water Tank

Policy:

To ensure good quality of domestic water

Responsibility:

WTP operator / Shift Engineer/ Plumber




Procedures:

Cleaning of Water Tank.

1. Notify in the building one-week in advance about the scheduled cleaning of the Water tank and the alternate arrangements available.
2. Check the power supply and functional aspect of sump pump.
3. Turn the selector switch of the booster pump to manual mode and switch off the power to the Booster pump (Filling water to the tank) with a tag stating "DO NOT OPERATE".
4. Lock out all the washrooms with Tag stating "Under Maintenance".
5. Drain / empty the water from the Tank.
6. Monitor the sump pump operation.
7. Close the outlet valve of the Overhead tank.
8. Take precautions while handling the level sensors.
9. Open the lid 30 minutes before entering the tank for cleaning to avoid suffocation
10. Ensure adequate lighting inside the tank. Torch light to be kept handy before starting the cleaning operation..
11. Scrub the inner surface of the tank properly.
12. Carry out descaling with the help of chemicals, anti-scalants, corrosion inhibitors, micro biocide, anti foulant (to prevent micro biological growth), dispersant (to prevent accumulation of deposits of dust, silt and other suspended matters), eco friendly biocides, aerobic inhibitors.



STANDARD OPERATING PROCEDURE FOR WATER TANK CLEANING

Originated 	Concurred 	Approved 
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Leave the chemicals in the tank for duration of six hours and circulate the same with the help of pump.

13. Wash and scrub the inner surface of the tank with fresh water and remove the waste water manually.
14. Clean the probe of the level sensor.
15. Place the sensors at appropriate levels.
16. Record the measurement of the complete tank viz. length, breadth, height of all walls in order to quantify the area having been cleaned.
17. Turn the selector switch to Auto Mode and switch on the Supply to the Booster Pump and ensure the motor starts in Auto Mode.
18. Check the water level in the overhead / under-ground tank.
19. Open the lower most taps for release of air in case of OHWT cleaning.
20. Once the over head tank is full, open all the taps and drain the water till clear water flow is observed.
21. Remove the tags and open the washrooms for use.

SAFETY PRECAUTIONS



1. Incase of under ground tank cleaning barricade the area to avoid accidental fall.
2. Once the tank is emptied, place the ladder and secure it properly for gaining access to the tank.
3. Ensure that minimum two persons are on the cleaning job at any point of time.
4. Ensure initial external support is provided while entering the tank.
5. Ensure the persons are wearing headgear while carrying out the cleaning.
6. DO NOT throw the sludge removed from the tank to avoid injury to people walking around.
7. Once the cleaning operation is over close the tank with lid / cover firmly.

Revision Guide:

Any change in the system needs review of the SOP.



STANDARD OPERATING PROCEDURE FOR DG SET

Originated	Concurred	Approved
		

Emergency Operation (Solo Operation):

NOTE: THIS OPERATION SHOULD BE DONE ONLY WHEN AUTO AND MANUAL SYNCHRONIZING FAILS.

1. Switch OFF EGCP-20 control MCB or remove OEM connector at the DG set.
2. Start the DG from DG set.
3. Close (ON) the Neutral Contactor from the Neutral ON/OFF Selector Switch in the Bus coupler panel of that particular DG.
4. Close the DG-ACB by directly pushing 'ON' button on the ACB.
5. If the load is more than the designated load, switch OFF Bus-coupler in both DG and LT panel.
6. Start another DG on DEAD BUS side.
7. Close the Outgoing-2 breaker (ACB)
8. Close DG incomer-2 in Main LT panel.

SAFETY PRECAUTIONS


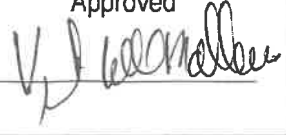
1. Check and ensure canopy lights are always in working condition.
2. Check and ensure the emergency stop button is functional.
3. Ensure all safety guards are kept intact.
4. Ensure strict vigilance, supervision while carrying out activities like welding which may lead to fire.
5. DO NOT touch any part/ carry out any maintenance while DG set is in running condition.
6. Check and ensure the Doors of the canopy are closed while the DG is in running condition.
7. Strictly follow Tag Out, Lock Out procedure while carrying out maintenance.
8. DO NOT Open the radiator cap while the DG set is running or in hot condition.
9. Check and ensure the floor, parts are free from grease, lube oil, diesel where maintenance is carried out to avoid slipping.
10. Check and ensure there is no spillage of Diesel/Lube oil. If observed, place a metallic tray to collect the same.
11. Check and ensure adequate numbers of appropriate serviceable Fire Extinguishers /sand buckets are placed in the DG yard.

Revision Guide:

Any change in the system needs review of SOP.



STANDARD OPERATING PROCEDURE FOR LT PANEL

Originated	Concurred	Approved
		

Objective:

To provide standard procedure for manual switching on LT Panel

Policy:

The starting procedure should be done in smooth and safe way.

Responsibility:

Technician/ Shift Engineer

Procedures:



1. Verify healthy power from transformer/DG set in each phase.
2. Verify Control supply is healthy & indication lamps are glowing.
3. Verify that ACB Breaker springs are in charged position.
4. Check all the safety controls are at normal condition.
5. Close the Breaker from TNC & Check for healthy power.
6. Check the LT operation instruction as per load condition.
7. Log the parameters in log books.

Revision Guide:

Any change in the system needs review of SOP.



STANDARD OPERATING PROCEDURE FOR DG SET

Originated	Concurred	Approved
		

Objective:

To establish a procedure for starting Diesel Generator set in Manual & Automatic mode through PLC.

Policy:

The operation of Diesel Generator should be safe, smooth and trouble free

Responsibility:

DG Operator on duty



Procedures:

Manual operation (Individual DG):

1. Check radiator water level.
2. Check diesel level in tank.
3. Check level of lube oil in the sump.
4. Check the level of coolant.
5. Make sure that ACB draw out shutter is closed position.
6. Press 'START' button and hold it till such time engine attains required RPM (Protection Green LED should come on).
7. Once the Voltage is developed, press 'ON' button in EGCP to close the DG-ACB.
8. When EB power returns, check the condition of EB power, such as voltage, frequency, if found normal and stable press 'OFF' button in EGCP to open the DG-ACB.
9. Then close EB-1 or EB-2 Circuit Breaker as required to transfer the load.
10. Then after 3 minutes, press 'STOP' button in EGCP to stop the engine.



STANDARD OPERATING PROCEDURE FOR DG SET

Originated	Concurred	Approved
		

Auto Operation (Synchronizing):

1. Select 'Auto' mode in Auto/Manual Switch in Bus-coupler panel.
2. Select 'Auto' mode in EGCP-2 (WOODWARDS), LED will glow above the Auto button when selected.
3. Check PLC display for any alarms, press 'Alarm Event & Alarm Clear' then press Enter to reset if any.
4. When EB power returns, DGs still run with load and PLC will monitor the condition of EB power for 1 minutes.
5. If EB power is healthy and stable, load transfer will take place from DGs to EB.
6. DGs will run without load for 3 minutes to cool down.
7. If EB power fails while DGs are in cool down mode, load transfer will take place without shutting down. And synchronization sequence will repeat.

Manual Operation When Auto Synchronizing Fails:

1. Keep that particular DG in Manual mode.
2. ACCEPT the fault in the FAULT ACCEPT/RESET selector switch in bus coupler.
3. Acknowledge the faults on touch screen
4. Find the cause of the fault occurred.
5. Clear the fault in.
6. RESET the fault in FAULT ACCEPT/RESET selector switch in bus coupler panel.
7. Then select Auto in EGCP-2 and AUTO/MANUAL key switch.
8. If faults repeat, go to Manual Operation.



Objective:

To establish the standard Operating System for the Lift Operations

Policy:

To provide a smooth rescue operation

Responsibility:

Lift Technician

Procedures:

In the event of intermittent power, the elevator should automatically restart once supply is restored within 10 seconds.

Rescue Operation:




1. As soon as the call is received, go to the respective tower lift and reach the floor where the lift car is landed.
2. Insert the Emergency door key and turn in anticlockwise. Simultaneously pull the doors of the lifts.
3. Check whether the lift car has landed exactly at the floor level and if found inform the persons to come out of the lift.
4. On the other hand if the lift car has not landed at the floor level and if it is in between the floors, then immediately go to the lift machine room and switch OFF the input power supply to the respective lift.
5. Release the brake in presence of Elevator Service engineer of the service agency by inserting the lever and simultaneously bring the lift car to the nearest floor level by rotating the wheel in the drive unit in anti clockwise/clockwise direction till the marking on the wire rope matches.
6. Go the respective floor and repeat instructions 2 & 3.
7. Then go to the lift machine room and Switch ON the input power and check the proper functioning of the lift. If not put the lift in "Under Service". Then inform to the Service Agency for further actions.

Revision Guide:

Any change in the system needs review of SOP.



STANDARD OPERATING PROCEDURE FOR SAFETY & SECURITY SYSTEM

Originated 	Concurred 	Approved 
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Objective:

To establish the Standard Operating System for Safety & Security Operations.

Policy:

Smooth & Effective Operations for Security Team

Responsibility:

Security Supervisor / Fire & Security Officer / Facility Manager

SECURITY CONDUCT

1. At all times, the security must remember that their performance, appearance and general conduct is an important reflection.
2. Security must carry out themselves in utmost courtesy with faculty and visitors and be vigilant at all times.
3. Security Guards to thoroughly check any visitor coming inside the university premises, to make the gate pass, issue the visitor id card and guide the visitor till the reception area.

Step 1: Reporting on Duty at 7:30 hrs



- Ensuring that all the offices are unlocked before the start of university
- Keep all the attendance registers with fresh day/date entered at the format provided
- Monitor the entry /exit of all the employees

Step 2: Parking of Vehicles

- Vehicles should be parked only at the standard and defined area of parking
- Should ensure that no vehicle is blocking or obstructing any entrance / exit gates at any given point of time.



STANDARD OPERATING PROCEDURE FOR SAFETY & SECURITY SYSTEM

Originated 	Concurred _____	Approved 
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- The guards to help the students/employees to park their vehicles in such a way to move them at any given point of time

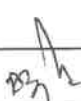


Step 3: Student Admittance and Exit through normal hours/after working hours

Through Turnstile (Main Gate)

- Monitor each and every faculty/students in and out time during working hours
- Check the Identity badges of each and every student.
- Students need to carry their Id cards on a daily basis to enter through Turnstile (Main Gate).
- Any Student who forgets to carry his/her ID card, their name would be noted down at the security and they would need to sign their In and Out Time in the register, the guard would have an emergency card by which they would open the turnstile gate for such students.
- Any Student who tends to forget his ID card for more than 3 days, he/she would not be allowed inside till their faculty or dean gives permission for the students.
- Any Student who has lost his ID card, the information needs to be shared by the coordinators with the Facility Team in advance so that the security allows them inside the university premises.
- Only students who are staying in the hostel are allowed to enter the university till 8 pm and hostel premises till 9 pm. Any student entering the university with relations or friends would need to take due permission of the Hostel Wardens.



STANDARD OPERATING PROCEDURE FOR SAFETY & SECURITY SYSTEM

Originated 	Concurred 	Approved 
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- Hostler Car/Bike registered by hostel warden, parking front of hostel area and not permitted in campus time during working hours (09:00 am to 05:00 pm) in case of emergency Car/ Bike allowed going to outside/coming to inside campus, hostel warden permeation compulsory for hostler.

Step 4: Visitor Admittance and Exit through normal hours/after working hours




- Visitors to be allowed only if they have prior appointment with the concerned person.
- If the visitor has not taken any appointment, security to check with the concerned person through the receptionist and only then allow the visitor to meet with the visitor id and slip.
- Security would need to prepare a proper security slip with all the details of the visitor and if any electronic items carried to be asked, checked and noted on the security slip.
- Security to re-collect the visitor id and pass from the visitor on his exit from the university gate.

Revision Guide:

Any change in the system needs review of SOP.



STANDARD OPERATING PROCEDURE FOR FIRE FIGHTING ACTION PLAN

Originated 	Concurred 	Approved 
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Objective:

To establish the standard Operating System for the Fire Fighting Plan

Policy:

Smooth & Effective Operations of the Fire Team

Responsibility:

Fire Technician/ Fire Officer/ Technical Manager/ Facility Manager/Fire Wardens

Procedures:

1. On Discovery of Fire Inform on Below Given Numbers (Action Time – 1 minute)

- Raise the Fire Alarm to inform other staff/students by pressing manual call point.
- To Inform the Fire Wardens / Fire Officer /Security Supervisor/Facility Manager by calling on the Emergency numbers / Radio Wacky Talkies
- To Inform the Fire Brigade by Dialing – 0124-101

2. On Hearing Alarm (For University /Hostel Staff Action 2-4 minutes).




- Inform other staff if you can and leave the building
- Please follow the Fire Exit Path
- Do Not Stop to collect personal belongings.
- Do Not Use Lifts, Only Stairs Only.
- Please assemble at Building assembly point as defined by security & fire officer.
- Please inform your presence at Assembly point to FMS Team.

3. On Hearing Alarm (Fire Fighting Team Action Plan Time 2- 5minutes)

- Go and check the fire point area and confirm the status to others in the Fire & Security Team.
- Join the Fire Fighting Team within minute if you are a member
- Inform the Rescue Team, First Aid and Communication Team to follow the fire fighting action plan and their responsibility.
- Fire Fighting Team to reach the Fire Point within one-two minutes to Extinguish the Fire..





STANDARD OPERATING PROCEDURE FOR FIRE FIGHTING ACTION PLAN

Originated 	Concurred 	Approved 
---	---	---

- All other members should be ready and be on their position as per action plan.
-
- 4. **Fighting Team Action & Reaction (Action Time -5-7 Minute)**
 - Check the type of Fire & Extinguish the fire by using appropriate fire extinguisher.
 - Keep Informing communication team about the status of Fire (Controlled or Not)
 - If Fire Cannot be controlled immediately inform the Fire Brigade by Dialing 101.
 - Also Inform the Police Station by Dialing 100, Giving Location of Premises
- 5. **Fire Squad Team (During Office Hours)**
 - Facility Manager/Fire Officer/Site Egg. to Ensure communication & smooth evacuation
 - Fire Officer /Technical Manager to lead the Fire Squads along with the Fire Wardens
 - Fire man & Technical Supervisor to Operate Fire Extinguishers.
 - DG Operators and Assistant to ensure fire pump and valve operation
 - Fire Officer, Security Supervisor. & Guards to help in the rescue along with the nearest Fire Station if required.
 - Housekeeping Supervisor & House Boys for first aid assistance
- 6. **Fire Squad (After Office Hours)**
 - Fire men/Security Guard to Operate Fire Extinguishers
 - DG operator & assistant to ensure fire pump & valve operation.
 - Security Supervisor & Guard Assistance to rescue & provide first aid.



STANDARD OPERATING PROCEDURE FOR FIRE FIGHTING ACTION PLAN

Originated	Concurred	Approved
		

Revision Guide:

Any change in the system needs review of SOP.



Standard Operating Procedure (SOP) for Medical Room-Sushant University

1. Purpose

To ensure prompt, efficient, and confidential medical assistance to students, staff, and visitors at Sushant University, while adhering to health and safety standards.

2. Scope

Applies to the operation of the medical room located in Block-D, Room No. D001 including emergency response, first aid, referrals, and health promotion activities.

3. Roles & Responsibilities

- **Medical Officer/Nurse:**
 - Provide primary care, conduct assessments, and maintain records.
 - Manage emergencies and coordinate referrals to hospitals.
 - Monitor medical supplies and equipment.
- **University Staff:** Report incidents and escort individuals to the medical room if needed.
- **Security Team:** Assist in emergencies, transport patients, and manage crowd control.

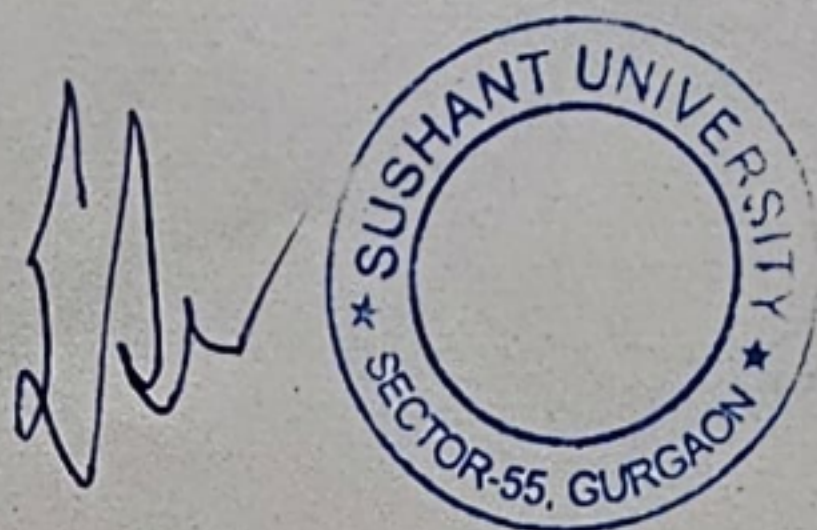
4. Procedures

4.1 Access to the Medical Room

- Open during university hours 9:00 AM–5:00 PM. After-hours emergencies: Contact security (24/7) or dial emergency numbers (section 12).
- Prioritize emergencies; non-urgent cases may require appointments.

4.2 Initial Assessment & Triage

- Assess vital signs and symptoms.
- **Minor Injuries:** Administer first aid (e.g., wound cleaning, bandaging).



A handwritten signature in blue ink, appearing to be 'Srin', is located in the bottom right corner of the page.

- **Emergencies:** Activate emergency protocol (Section 4.3).

4.3 Emergency Response Protocol

1. Stabilize the patient.
2. Contact designated hospital/ambulance (see **Annexure 1**).
3. Inform security/facility for logistical support.
4. Escort patient to hospital if required.

4.4 Referrals

- For specialized care, provide a referral letter with preliminary observations.

5. Documentation

- Maintain a **Medical Register** with:
 - Patient name, ID, contact details.
 - Symptoms, treatment provided, referral details (if applicable).
 - Confidentiality compliance (Section 9).

6. Medical Supplies & Equipment

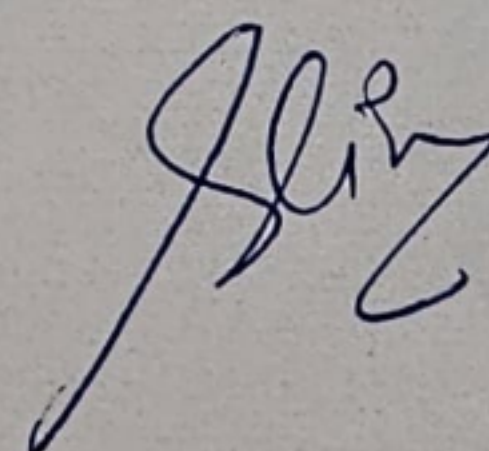
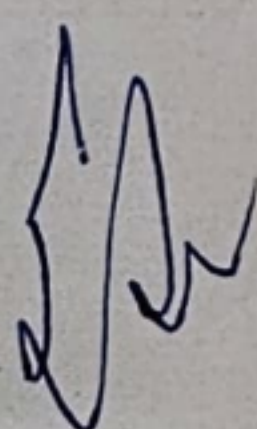
- OPD register to be maintained
- Stock register to be maintained.
- Expiry date register to be maintained. Restock immediately after use.

7. Infection Control

- Hand hygiene (sanitizers/soap provided).
- Daily disinfection of surfaces.
- Bio-waste disposed in sealed containers as per biomedical guidelines.

8. Training & Drills

- Annual emergency response drills for medical and security staff.
- Annual first aid training for university staff.



9. Health Promotion

- Regular workshops on topics like stress management, hygiene, first aid and other medical conditions.
- Counselling centre: In-home counselling

10. Confidentiality

- Medical records accessible only to authorized personnel.
- Disclosure requires written patient consent, except in legal cases.

11. SOP Review

- Annual review by the University Health Committee.

12. Emergency Contacts

- HOD-SHS: Prof. Dr Elina Dewanji Sen (+91-9811641781)
- Nurse: Ms Tannu (+91-9053213806)
- Ambulance: 1. Gyan Parkesh (9643000029) 2. Shiv Sagar (9811894746)
- Nearby Hospital:
 1. Fortis Healthcare (Gurugram Sector 44 opp. Huda City Centre) 0124 496 2200
 2. Marengo Asia Hospital (Golf course road Sushant Lok II Sector 56 Gurugram) 18003094444
 3. Sanar International Hospital (Golf course road DLF phase 5 Sector 53) 1243528444
- University Security: Chandresh-8850838363 (Security Head)

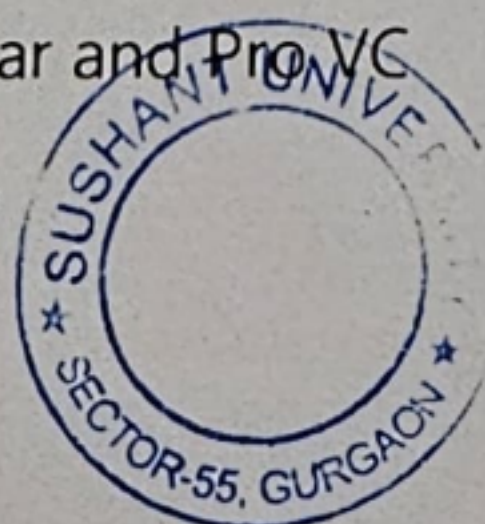
13. Approval

Approved by:

Prof. Dr Sanjeev Sharma

Dean-SHS, Registrar and Pro VC

Sushant University



Prof. Dr Elina Dewanji Sen

Head of Department (SHS)

Sushant University

Annexure 1: Emergency Contact List

S. No.	Name	Designation	Contact No.
1	Dr Elina Dewanji Sen	Head Of Department (SHS)	+91-9811641781
2	Ms Tannu	Nursing Officer	+91-9053213806
3	Mr Chandresh	Security Head	+91-8850838363
4	Mr Gyan Parkesh	Ambulance Driver	+91-9643000029
5	Mr Shiv Sagar	Ambulance Driver	+91-9811894746
6	Mr Dheeraj Kumar	Facility	+91-9818123549

[Handwritten Signature]



[Handwritten Signature]

**SAMPLE FOR
INFRASTRUCTURE
DAY TO DAY
MAINTENANCE**



PERFROMA INVOICE/QUOTATION

Original for Buyer

SBR FACILITIES

GSTIN : 06AJGPJ1857P1ZR

311/1 LAJPAT NAGAR NEW RAILWAY ROAD
GURUGRAM -122001 (HR)

PAN : AJGPJ1857P

Phone : +91-7701935024

E-Mail : accounts@sbrfacilities.com

Bill To :-

ANSAL UNIVERSITY
SEC-55, GURUGRAM
State : 06

Shipping To :-

QTN No. : QT0052
Q. Date : 07/05/2024
P.O. No. :
P.O. Date :
EWB Number :
Vehicle Number :Phone No.
GSTIN : 06AAATC0747N1ZO
PAN :Phone No.
GSTIN :
PAN :

S.NO	Description of Goods	Hsn Code	Qty	Unit	Unit price	Disc	CGST	SGST	Total Amount
1	TOILET ROLL-PRESTIGE(P)	481820	100	Pcs	15.00	0.00	9.00	9.00	1500.00
2	FACE-TISSUE(PRESTIGE)	481820	50	Pkt	28.00	0.00	9.00	9.00	1400.00
3	YELLOW DUSTER(18x18)	63079000	36	Pcs	12.00	0.00	2.50	2.50	432.00
4	DUSTER-WHITE	63079000	36	Pcs	8.00	0.00	2.50	2.50	288.00
5	HANDSOAP LIQUID-5Ltr-INCENSE	340111	35	Ltr	95.20	0.00	9.00	9.00	3332.00
6	SCOTCH BRITE-3M-100mm*150mm	96031000	15	Pcs	15.00	0.00	9.00	9.00	225.00
7	ODONIL-50gm-DABUR	340111	10	Pcs	31.00	0.00	9.00	9.00	310.00
8	GARBAGE BAG-20x24	392310	25	Kg	100.00	0.00	9.00	9.00	2500.00
	GARBAGE BAG-32x42	392310	50	Kg	100.00	0.00	9.00	9.00	5000.00
	C2-FLOOR CLEANER	34029011	45	Ltr	121.80	0.00	9.00	9.00	5481.00
11	C3-GLASS CLEANER	34029011	15	Ltr	80.80	0.00	9.00	9.00	1212.00
12	C5-ROOM-FRESHNER	33074900	20	Ltr	137.20	0.00	9.00	9.00	2744.00
13	C6-TOILET BOWL CLEANER	34029011	40	Ltr	95.20	0.00	9.00	9.00	3808.00
14	FLOOR DEODORANT-5Ltr(SBR)	34029011	40	Ltr	18.00	0.00	9.00	9.00	720.00
15	ROOM FRESHENER-FRESHIOS	3307	5	Pcs	80.00	0.00	9.00	9.00	400.00
16	NIP BAR	3405	10	Pcs	19.00	0.00	9.00	9.00	190.00
17	WIPER-LARGE	96031000	5	Set	90.00	0.00	9.00	9.00	450.00
18	TOILET BRUSH-DOUBLESIDE	96031000	10	Pcs	30.00	0.00	9.00	9.00	300.00
19	HARD BROOM NORMAL	9603	25	Pcs	30.00	0.00	0.00	0.00	750.00
20	SOFT BROOM HEAVY	9603	25	Pcs	65.00	0.00	0.00	0.00	1625.00
21	ACID-5Ltr	2915	20	Ltr	20.00	0.00	9.00	9.00	400.00
22	FLOOR MOP-RED	63079000	48	Pcs	20.00	0.00	2.50	2.50	960.00
23	HOUSEKEEPING GLOVES ORANGE	4015	5	Pair	35.00	0.00	9.00	9.00	175.00
24	NIRMA POWDER-500gm	340111	25	Pkt	27.00	0.00	9.00	9.00	675.00
25	NAPHTHALENE BALLS	2904	5	Pkt	180.00	0.00	9.00	9.00	900.00
26	DUSTPAN	3924	10	Pcs	14.00	0.00	9.00	9.00	140.00
27	HIT BLACK-200ml	380891	5	Pcs	97.00	0.00	9.00	9.00	485.00
28	HIT RED-200ml	380891	5	Pcs	97.00	0.00	9.00	9.00	485.00
29	ALLOUT MACHINE-SC JOHNSON	96039000	5	Pcs	80.00	0.00	9.00	9.00	400.00
30	PUSH PUMP BIG	3924	5	Pcs	28.00	0.00	9.00	9.00	140.00
31	DRY MOP SET BLUE	96031000	5	Set	200.00	0.00	9.00	9.00	1000.00

Total Qty :- 735

CLASS	AMOUNT	SGST	CGST	TOTAL GST	SUB TOTAL	
GST 5 %	1680.00	42.00	42.00	84.00		38427.00
GST 12 %	0.00	0.00	0.00	0.00	SGST PAYABLE	3135.48
GST 18 %	34372.00	3093.48	3093.48	6186.96	CGST PAYABLE	3135.48
GST 28 %	0.00	0.00	0.00	0.00	TOTAL DISC	0.00
TOTAL	36052.00	3135.48	3135.48	6270.96	CARTAGE	0.00
					GRAND TOTAL	44698.00

Total Amount To Be Paid : Rs. Forty Four Thousand Six Hundred Ninety Eight Only

DECLARATION

We declare that invoice shows the actual price of the goods described and that particular are true and correct.
This is computer Generated Invoice. Signature not Required.BANK NAME : HDFC BANK LTD
A/C 50200076944789
IFSC CODE : HDFC0001002
BRANCH : PALAM VIHAR, GURUGRAM

E.& O.E.

1. Goods once sold will not be taken back.
2. Interest @ 20% per month will be charged if the payment is not made within the stipulated time (verbal or written agreement).
3. Subject to "Gurugram" Jurisdiction only.
4. Cheque will be accepted in favour of SBR FACILITIES.

Receiver's Signature



March 13, 2024

OFFICE NOTE

Sub.: Need approval towards Housekeeping Products for F.Y. 24-25

Dear Sir(s),

This is to inform to all the concerned members that we procure Housekeeping Products on monthly basis for cleaning & other works of University @ Rs.45,000/- p.m. (Rupees Forty Five Thousand Only) approx.

Hence, we are seeking your kind approval on the same for smooth functioning of Housekeeping works with same the vendor i.e. SBR Facilities. This will be valid for financial year i.e. April-24 to March-25.

Submitting for your kind approval.

Note: Copy of previous approval is annexed herewith for your reference.

Sr. Manager- Facilities

Head- Facilities *V. J. Lall Mohan 13/3/24*

C.F.A.O. / A.G.M.- F&A *Sau 18/3/24*

Vice Chancellor *18/3/24*



FDA

Annexure 'D'

ADVANCE PAYMENT FORM

Department /Area - Facility Department

Date : January 10, 2025

Details /Technical Specification: 75% Advance Payment to be done towards to repair some items i.e. one new Hose Box, Hose Box Glasses, Hose Box Rubbers, Hydrant Ball Adaptor SS New, Fire Buckets of the Fire System of the Campus

PO/WO No: - SU/2024-25/WO/2163

Date: January 09, 2025

Bill No.

Bill Date:-, 2025

75% Advance :- Rs.14,514.00

Total W.O. Value :- Rs.19,352.00

Name & Address of the vendor in whose favour the cheque/DD is to be made: - SPN FIRE PROTECTION

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.No	Particulars	Yes/No (Dean/HOD)	Yes/No (Finance)	Remarks
	<u>Certified/Ensure that:</u>			
1	The items have been received as per the specifications on P.O.			
2	The contractor has completed the work as per the specification and as per agreement.			
3	Original Bill/Proforma Invoice Attached			
4	The item(s) have been found in proper condition and good quality.			
5	All the Items/materials entered in to campus through Gate Entry.			
6	The item(s)/service has been entered in the stock/Inventory registers			
7	The item/service are used only for official purpose.			
8	No tools and plants belonging to University/department are with the contractor.			
9	The site has been cleared by the contractor.			
10	Nothing is due to recover from the party.			

The following documents must be attached with the release of payment note

1	Original Requisition/Approval.			
2	Original Quotations received from vendor.			
3	Original Comparative sheet of Purchase Committee and recommendation.			
4	In case of work contracts/Labour Contracts, EPF,ESIC Challan & ECR report.			
5	Copy of the Purchase Order/Work Order.			
6	In case civil contracts, and in case of final payment completion certificate should be attached			
7	Copy of the PAN Card of the Vendor/Service Provider			

Prepared by

Verified By
(Finance /Accounts)

Checked BY
Dean/HOD

Note : In case of advance payment check list is not required



**SAMPLE FOR
INFRASTRUCTURE
ANNUAL
MAINTENANCE**

December 10, 2024

OFFICE NOTE

"URGENT"

Sub.: Need approval to buy Paint / Whitewash & Mason material

Dear Sir(s),

With reference to the above subject matter, this is to inform to all the concerned members that we have to buy Paint / Whitewash material (Distemper, Putti, Brush, Regmark (Sandpaper) etc.), which approximate cost is Rs.31,436/- + GST 18% Rs.5,658/- = Net Total Rs.37,094/- (cost inclusive of all taxes, material & freight).

Seeking your approval on the same for smooth functioning of paint / whitewash related works of the Campus.

Submitting the same for your kind approval.

Sr. Manager- Facilities

Head- Facilities

C.F.A.O. / A.G.M.- F&A

Vice Chancellor



SUSHANT UNIVERSITY
SEC-55, GURUGRAM-122003

(Annexure C)

GST NO. 06AAATC0747N1ZO

WORK ORDER

Work order number: SU/2024-25/PO/2151

D.K. Hardware & Paints
Wazirabad, Shop No. 2,
Near Yadav Atta Chakki,
Sector-52, Gurugram, Haryana.

Date: 24/12/2024

Sub.: Towards to buy Paint & Whitewash material towards to do repair & paint work in the Campus for NAAC (as per list annexed)

Dear Sir,

This is with reference to your approved quotation dt. 05/12/2024 and the discussion held with you on dt. 05/12/2024 regarding "Towards to buy Paint & Whitewash material towards to do repair & paint work in the Campus for NAAC (as per list annexed) - quality & quantity should be same as mentioned in the quotation" for the University, we are pleased to place the order for the following item / work:

Sl. No.	Description	Rate/Unit	Total in Rs.
1.	Towards to buy Paint & Whitewash material towards to do repair & paint work in the Campus for NAAC (as per list annexed)	As per Quotation	37,094/-
Total Amount (in Rs.)	Thirty Seven Thousand Ninety Four Only (Inclusive of GST, Material & Cartage)		37,094/-

Terms and Conditions:

1. University will have the right to cancel the order if it is not executed within the stipulated time or on account of non-satisfactory performance.
2. All the services will be provided F.O.R. Sushant University, Sector -55 Gurugram.
3. The Invoice will be raised in the name of Sushant University, Sector-55, Gurugram.
4. The items will be accepted only in the required packing/specification as per the order. If not found in proper specifications, the University has a right to return the items and forfeit the payment.
5. Payment Terms: 100% advance payment to be given with copy of P.O./W.O..


Pro Vice Chancellor & Registrar

Sushant University

24/12/24



No.	Particulars	Estimate	Qty	Rate	Amount
	AMD 20/20				21600/-
	pann 4/7/10				7800/-
	pann 6/2				120/-
	Rea 12/2				210/-
	Brass 5/2				900/-
	Br 32				2400/-
	Boys 24/2				600/-
	Cement				500/-
	For DK HARDWARE & PAINTS				
	Proprietor				
	Chk 18%				31436
					5658
					37094



DEC-24

Annexure 'D'

PAYMENT RELEASE FORM

Department /Area - Facilities

Date : December 30, 2024

Details /Technical Specification: Advance Payment to be done towards to make one extra new Bison Board Partition work with Paint & False Ceiling Work in School of Law 1st Floor (to do all the works as mentioned in the annexed quotation)

PO/WO No: - SU/2024-25/WO/2156

Date: December 30, 2024

Bill No.

Bill Date:-, 2024

Advance to Pay : Rs.33,000/-
Total W.O. Value : Rs.1,10,000/-

DE

Name & Address of the vendor in whose favour the cheque/DD is to be made: - RASHMI KUMARI

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.No	Particulars	Yes/No (Dean/HOD)	Yes/No (Finance)	Remarks
	Certified/Ensure that:			
1	The items have been received as per the specifications on P.O.			
2	The contractor has completed the work as per the specification and as per agreement.			
3	Original Bill/Proforma Invoice Attached			
4	The item(s) have been found in proper condition and good quality.			
5	All the items/materials entered in to campus through Gate Entry.			
6	The item(s)/service has been entered in the stock/inventory registers			
7	The item/service are used only for official purpose.			
8	No tools and plants belonging to University/department are with the contractor.			
9	The site has been cleared by the contractor.			
10	Nothing is due to recover from the party.			

The following documents must be attached with the release of payment note

1	Original Requisition/Approval.			
2	Original Quotations received from vendor.			
3	Original Comparative sheet of Purchase Committee and recommendation.			
4	In case of work contracts/Labour Contracts, EPF, ESIC Challan & ECR report.			
5	Copy of the Purchase Order/Work Order.			
6	In case civil contracts, and in case of final payment completion certificate should be attached			
7	Copy of the PAN Card of the Vendor/Service Provider			

Prepared by

Verified By
(Finance /Accounts)

Checked BY
Dean/HOD

31/12/24

Note : In case of advance payment check list is not required



**SAMPLE FOR
INFRASTRUCTURE
SPECIAL
MAINTENANCE**

July 19, 2024

OFFICE NOTE

Sub.: Need approval to change the termite effected Wooden Panel of the Hon'ble Vice Chancellor Sir's Cabin

Dear Sir(s),

With reference to the above subject matter, this is to inform to all the concerned members that we need to change the termite effected Wooden Panel of the Hon'ble Vice Chancellor Sir's Cabin, which approximate cost is Rs.9,500/- (Rupees Nine Thousand Five Hundred only – cost inclusive of Material & Labour-only).

Negotiated @ Rs.9K + GST 18%
Total Rs.10620/-

Image of such area is annexed herewith for you kind reference.

Submitting for your kind approval.

Sr. Manager- Facilities

Head- Facilities

C.F.A.O. / A.G.M.- F&A

Vice Chancellor

Approval given on whatsapp.
Copy Annexed.



SECTOR - 55, GURUGRAM-122003

GST NO. 06AAATC0747N1ZO

WORK ORDER

Work order number: SU/2024-25/WO/2104

M/s. J.K. Interiors

Shop No. 4, Jeet Ram Market, Opp. House No. 3205,
Chander Lok, DLF Phase – IV,
Gurugram- 122002 (Haryana).

Date: 11/11/2024

Sub.: Towards changed the termite effected Wooden Panel of the Hon'ble Vice Chancellor Sir's Cabin

Dear Sir / Mam,

This is with reference to your approved quotation and the discussion held with you on 08/11/2024 regarding "Towards changed the termite effected Wooden Panel of the Hon'ble Vice Chancellor Sir's Cabin – all items quantity & quality has been used same and all works has been done as mentioned in the quotation" of the University, we are pleased to place the order for the following item / work:

Sl. No.	Description	Rate/Unit	Total in Rs.
1.	Towards changed the termite effected Wooden Panel of the Hon'ble Vice Chancellor Sir's Cabin	As per Quotation	10,620/-
Total Amount (in Rs.)	Ten Thousand Six Hundred Twenty Only (Inclusive of GST, Material, Labour & Cartage)		10,620/-

Terms and Conditions:

1. University will have the right to cancel the order if it is not executed within the stipulated time or on account of non-satisfactory performance.
2. All the services will be provided F.O.R. Sushant University, Sector -55 Gurugram.
3. The Invoice will be raised in the name of Sushant University, Sector-55, Gurugram.
4. The items will be accepted only in the required packing/specification as per the order. If not found in proper specifications, the University has a right to return the items and forfeit the payment.
5. Payment Terms: 100% payment to be given with the copy of W.O./P.O., as the work has been done.


Pro Vice Chancellor & Registrar
Sushant University



11:02:00

VoLTE 5G 35



CAMPUS LIFE TEA...

Balkrishan Jha Technical,...



Yesterday



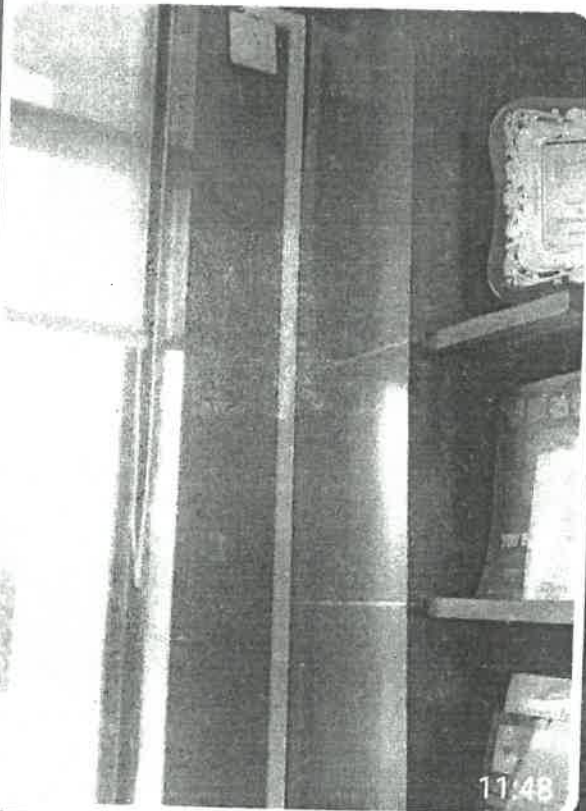
Rambaran Singh Fire Officer AU

Vijitlal Mathur Sir Facilities Head AU

electric work when

Sir good morning
Work complete

Rambaran Singh Fire Officer AU



Vijitlal Mathur Sir Facilities Head AU
Thanks



Message




←  Vijitlal Mathur Sir...   



Dear Sir,
Need your approval towards to
change the damaged termite
effected wooden panel in the VC Sir's
cabin..

1 unread message

You
 Photo

Done sir ok 14:05

 Message



PAYMENT FORM

Department /Area - Facilities

Date : November 08, 2024

Details /Technical Specification: Payment to be done towards made the 40 no.s Signages (2x3 fts. Size) on 5 mm Sunboard with Digital Vinyl Printing for the School of Health Sciences Labs

PO/WO No:- SU/2024-25/WO/2066

Date: August 12, 2024

Bill No. 56

Bill Date:- November 05, 2024

Balance to Pay :-

Rs.31,152/-

Advance Paid :-

NIL

Total W.O. Value :-

Rs.31,152/-

Name & Address of the vendor in whose favour the cheque/DD is to be made: - SUNRISE GLOBAL ENTERPRISES

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.No	Particulars	Yes/No (Dean/HOD)	Yes/No (Finance)	Remarks
	<u>Certified/Ensure that:</u>			
1	The items have been received as per the specifications on P.O.	Yes		
2	The contractor has completed the work as per the specification and as per agreement.	Yes		
3	Original Bill/Proforma Invoice Attached	Yes		
4	The item(s) have been found in proper condition and good quality.	Yes		
5	All the Items/materials entered in to campus through Gate Entry.	N/A		
6	The item(s)/service has been entered in the stock/Inventory registers	Yes		
7	The item/service are used only for official purpose.	NO		
8	No tools and plants belonging to University/department are with the contractor.	Yes		
9	The site has been cleared by the contractor.	Yes		
10	Nothing is due to recover from the party.	No		

The following documents must be attached with the release of payment note

1	Original Requisition/Approval.	Yes		
2	Original Quotations received from vendor.	Yes		
3	Original Comparative sheet of Purchase Committee and recommendation.	N/A		
4	In case of work contracts/Labour Contracts, EPF,ESIC Challan & ECR report.	N/A		
5	Copy of the Purchase Order/Work Order.	Yes		
6	In case civil contracts, and in case of final payment completion certificate should be attached	N/A		
7	Copy of the PAN Card of the Vendor/Service Provider	N/A		

> BANK DETAIL: UNION BANK OF INDIA, ACCOUNT NO. 598901010050508, IFSC CODE- UBIN0559890, BRANCH- SECTOR 52, GURUGRAM

Prepared by

Verified By
(Finance /Accounts)

Checked By
Dean/HOP

Note : In case of advance payment check list is not required





SUNRISE GLOBAL ENTERPRISES

Designing Printing Advertisement Gifting

TAX INVOICE

Manohara Marg, D5 3RD Floor Balaji House
Wazirabad Road, Sector 52
Gurugram, Haryana, 122003

+91 96540 38561 | +91 85279 98561
care.sunrise@gmail.com
accounts@sunriseprintstore.in

GSTIN : 06HUWPD5034E1Z1 | PAN : HUWPD5034E

Bill To

M/s.....
Add:.....
GSTIN : 06AAAIC0242N120 State Code.....

Shipped To

M/s.....
Add:.....
GSTIN :S.Code.....

Invoice No. 056

Date : 05/11/24

P.O. No. W02028

P.O. Date 05/10/24

①

2x3 feet
Vinyl + Gm Sunbad
for School of Sincer

324

40 660
Rs

26400

9% 2376

9% 2376

4752

31152

SUSHANT UNIVERSITY
MATERIAL IN

Date: 08/11/24 Time: 12:20

Sr. No: 2022 Bill No: 056

Sign of Security: 2025-23

Amt. in words : Twenty one thousand five hundred fifty two

Grand Total

31152

Terms & conditions:

- Goods once sold will not be taken back.
- All Disputes are subject to Gurgaon Jurisdiction only.
- Interest @24% p.a. will be charged, if bill is not paid within 15 days.
- Collect the payment receipt if you pay in cash else we will not be responsible for any legal obligations.

Bank Details:

SUNRISE GLOBAL ENTERPRISES
A/C : 598901010050508
IFSC : UBIN0559890
Bank : Union Bank of India
Branch : Sector 52 Gurugram

For Sunrise Global Enterprises

Auth. Signatory

**SAMPLE FOR
PREVENTIVE REPAIR/
MAINTENANCE**

August 24, 2021

OFFICE NOTE

Sub.: Need approval to do servicing of three (3) Transformers of capacity 750

kva, 1000 kva & 1500 kva

Dear Sir(s),

With reference to the above subject matter, this is to inform to all the concerned members that we need to do servicing of all three (3) Transformers of capacity 750 kva, 1000 kva & 1500 kva, which approximate cost / budget is Rs.95,000/- (Rupees Ninety Five Thousand only) inclusive of GST.

Last service done on February-2020.

Submitting the same for your approval please.

Manager- Facilities

Head- Facilities

C.F.A.O.

Registrar

Vice Chancellor

Laurent Sir has given approval on mail.
Copy attached for reference



Sushant
University

Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>

To do Servicing of all three Transformers

2 messages

Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>
To: Laurent Guiraud <laurentguiraud@sushantuniversity.edu.in>

Wed, Aug 25, 2021 at 10:06 AM

Dear Sir,

With reference to the above subject matter, this is to inform to you that we need to do servicing of all three (3) Transformers of capacity 750 kva, 1000 kva & 1500 kva, which approximate cost / budget is Rs.95,000/- (Rupees Ninety Five Thousand only) inclusive of GST.

Last service was done in February-2020.

Submitting the same for your approval please.

Thanks & Regards,
Dheeraj Kumar
Manager- Facilities
09818123549
Sushant University
Golf Course Road, HUDA, Sushant Lok 2,
Sector- 55, Gurugram- 122003 (Haryana).

Sushant
University

To do Transformers Servicing.pdf
434K

Laurent Guiraud <laurentguiraud@sushantuniversity.edu.in>
To: Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>

Wed, Aug 25, 2021 at 11:55 AM

Approved, please proceed.
(Quoted text hidden)



SUSHANT UNIVERSITY
SEC-55, GURUGRAM-122003
GST NO. 06AAATC0747N1ZO
WORK ORDER

(Annexure C)

S.K. Engineering
Plot No. 7, HISDC,
Sector-18, Gurugram- 122001.

Work order number: SU/2021-22/WO/1558

Date: 31.08.2021

Subject: To do servicing of all three Transformers of capacity 750 kva, 1000 kva & 1500 kva

Dear Sir,

This is with reference to your quotation dt. 24.08.21 and discussion held with you on 28.08.21 towards "To do servicing of all three Transformers of capacity 750 kva, 1000 kva & 1500 kva- all works to be done as mentioned in the quotation- for the University, we are pleased to place the order for the following service / work:

Sl. No.	Description	Rate/Unit/ Detail	Total in Rs.
1	To do servicing of all three Transformers of capacity 750 kva, 1000 kva & 1500 kva- all works to be done as mentioned in the quotation	As per list	82,600
Total Amount (in Rs.)	Eighty Two Thousand Six Hundred Only (Inclusive GST)		82,600

Terms and Conditions:

1. University will have the right to cancel the order if it is not executed within the stipulated time or on account of non-satisfactory performance.
2. All the services will be provided F.O.R. Sushant University, Sector -55 Gurugram.
3. The Invoice will be raised in the name of Sushant University, Sector-55, Gurugram.
4. The items / service will be accepted only in the required packing/specification as per the order. If not found in proper specifications, the University has a right to return the items and forfeit the payment.
5. Payment Terms: 100% payment to be paid immediately after completion of work.

For, *Amrinder*
31.08.21

Registrar
Sushant University
(Erstwhile Ansal University)



SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM (HARYANA) - 122003

Annexure "B"

Comparative Statement

Department/ Area: Facilities

Date : August 27, 2021

1. Purpose of collecting quotations: To do Servicing of all three Transformers of Capacity 750 kva, 1000 kva & 1500 kva

2. Comparative Analysis sheet

SL.No.	Item	Specification/ Make	Rate Vendor Wise			Remark(s)
			S.K. Engineering Mr. Sanjeev Nair # 09910830915 09810830915	R.A. Electricals Mr. Rajaram 08447576233	K.K. Electricals Mr. Vibhin # 09560524935	
<u>Part A.</u> (Material/Service Description)	To do Servicing of all three Transformers of Capacity 750 kva, 1000 kva & 1500 kva	To do Servicing of all three Transformers of Capacity 750 kva, 1000 kva & 1500 kva	76800	103000	107950	
			Total 76800	Total 103000	Total 107950	
	Taxes (If Applicable)	GST 18%	13824	18540	19431	
Total			90624	121540	127381	
<u>Part B.</u> (Term & Conditions Description)			<u>Payment Terms</u>	<u>Payment Terms</u>	<u>Payment Terms</u>	
			> 50% Advance with P.O., Balance 50% after completion of work	> 50% Advance with P.O., Balance 50% on submission of Report	> 100% Advance with P.O.	

Recommendation Clause with reason :

> SUBMITTING FOR KIND PERUSAL AND APPROVAL PLEASE..

Prepared By

Approved / Recommendation BY
(HOD/DEAN)

Member
(PC)

Member
(PC)

Member
(PC)

Member
(PC)

ST NO.06ADUPN6396D1ZZ



Ph. 0124 4898346
9910830915
9810830915

SK ENGINEERING

PLOT NO.7, HSIDC, SECTOR 18, GURUGRAM, HARYANA 122001

Email : skengineering2077@gmail.com

M/S ANSAL UNIVERSITY
Sector 55, Gurgaon

Date: 24.08.2021

Sub: Offer for Service & maintenance

Sr. No.	Particular	Qty	Rate	Amount
1.	750 KVA Transformer oil filtration & Dehydration	1	8000	8000
2.	1000 KVA Transformer oil filtration & Dehydration	1	9500	9500
3.	1500 KVA Transformer oil filtration & Dehydration	1	11000	11000
4.	ACB Service	7	4500	31500
5.	Silicagel	3 Kg	500	1500
6.	Transformer oil As per requirement	60 Ltr.	130	7800
7.	Transformer oil Leakage gasket replacement (As per requirement)	1	5000	5000
8.	Cartage			2500
TOTAL				76800 /-

GST Extra as per applicable

Terms and Conditions

Term of Payment: Immediate against bill submission.

Delivery / Job: As per planning.

If any extra parts are found defective during service, then they will be charged separately.

Thanks & Regards

For S K ENGINEERING



R.A. ELECTRICAL

Specialist of all kind HT & LT breaker Service and Transformer oil filtration

380, HARINAGAR, ANAJMANDI, GURUGRAM (HARYANA)

CONTACT NO. 8447576233, EMAIL- r.a.electrical380@gmail.com

REF.NO. 054

DATE-23/08/2021

QUOTATION

M/S UNSAL INSTITUTE
GURUGRAM

WITH BEST WISHES WE ARE QUOTING OUR BEST PRICE AS UNDER-

S. NO.	DISCRIPTION	HSN CODE	QTY	MRP	DISC%	AMOUNT
1-	1500 KVA Transformer oil dehydration	9987	1	13000	****	13000
2-	750 KVA Transformer oil dehydration	9987	1	9000	****	9000
3-	1000 KVA Transformer oil dehydration	9987	1	11000	****	11000
4-	OIL leakage of transformer	9987	1	7000	****	7000
5-	Transformer oil	9987	100 LTR.	140	****	14000
6-	OIL TESTING CHARGE	9987	3	1000	****	3000
7-	Transportation	9987				4000
8-	ACB servicing	9987	7	6000	****	42000
TOTAL						103000.00

TERMES & CONDITIONS :

GST 18% Extra

Transportation – Extra Actual

● PAYMENT- 50% ADVANCE AGAINST PI AND 50% AFTER JOB COMPLETE

ANY SOLD MATERIAL WILL NOT BE TAKEN BACK.

FOR R.A. ELECTRICAL

Thanks regards

CLEANING CLOTHING & P ETROLS ETC BY COUSTMER END.



Mob. no. 9560524935

K.K. ELECTRICALS

Address: SHOP NO. 3, KABIR BHAWAN CHOWK, NEAR SHIV MURTI,
OLD RAILWAY ROAD, GURGAON

Date 22TH Aug 2021

Quotation

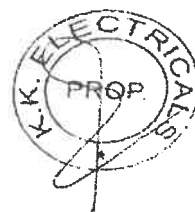
Customer:-

ANSAL UNIVERSITY
GURGAON

Sr. No.	Particulars	Qty	Rate	Amount
01	OIL FILTRATOIN OF 1000KV TRANSFORMER	1	11500	11500
02	OIL FILTRATOIN OF 1500KV TRANSFORMER	1	14000	14000
03	OIL FILTRATOIN OF 750KV TRANSFORMER	1	9500	9500
04	Silicagel	3	650	1950
05	TRANSFORMER OIL TOPUP	100 ltr	140	14000
06	LEAKAGE OF TRANSFORMER	1	6500	6500
07	ACB SERVICE	7	6000	42000
08	TRANSFORMER OIL TEST	3	1500	4500
09	TRANSPORTATION			4000
NET TOTAL				107950 /-

Note:-

GST EXTRA AS PER APPLICABLE
Payment Terms: 100% Adv. against PI.



Authorized Signature



SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM (HARYANA) - 122003

April 2021 to August 2021
PAYMENT FORM

Annexure "D" 1

Department / Area - Facility Department

Date : August 31, 2021

Details / Technical Specification: Payment to be done towards to do Servicing of 3 no.s of Transformers (750, 1000 & 1500 kva capacities)

PO/WO No: -SU-2021-22/WO/1558

Date: August 31, 2021

Bill NO. 0000

Bill Date:-

Amount :-

Rs.82,600/-

Aug 22 2021

Name & Address of the vendor in whose favour the cheque/DD is to be made: - S K ENGINEERING

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.No	Particulars	Yes/No (Dean/HOD)	Yes/No (Finance)	Remarks
	<u>Certified/Ensure that:</u>			
1	The items have been received as per the specifications on P.O.			
2	The contractor has completed the work as per the specification and as per agreement.			
3	Original Bill/Proforma Invoice Attached			
4	The item(s) have been found in proper condition and good quality.			
5	All the Items/materials entered in to campus through Gate Entry			
6	The item(s)/service has been entered in the stock/inventory registers			
7	The item/service are used only for official purpose.			
8	No tools and plants belonging to University/department are with the contractor.			
9	The site has been cleared by the contractor.			
10	Nothing is due to recover from the party.			

The following documents must be attached with the release of payment note

1	Original Requisition/Approval.			
2	Original Quotations received from vendor.			
3	Original Comparative sheet of Purchase Committee and recommendation.			
4	In case of work contracts/Labour Contracts, EPF, ESIC Challan & ECR report.			
5	Copy of the Purchase Order/Work Order.			
6	In case civil contracts, and in case of final payment completion certificate should be attached			
7	Copy of the PAN Card of the Vendor/Service Provider			

Prepared by

Verified By
(Finance /Accounts)

Checked BY
Dean/HOD

21/8/21

Note : In case of advance payment check list is not required



**SAMPLE FOR CIVIL
REPAIR/
MAINTENANCE**

Ref: DCL/2021/08/002LG

Date: 16/08/2021

Office Note

Sub.: Hostel repairs

Dear Sirs,

As we are reopening the hostel for students some maintenance work needs to be carried out.

Plumbing work

Repairs or change of geyser

Seepage repair, putti work and paint work

Broken glass to be repaired

Almira locks

Almira repairs

Change of lights

Bathroom small renovation

Rods and curtains

Common areas

We would require a budget of Rs.7,50,000 for the same.

We request you to approve the same.

Many thanks and warmest regards.

DCL



16/08/21

CFAO



16/8/21

Registrar



18/9/21

Vice Chancellor



E. Srinivas

Phone No. - 8607370819

Ph. : 9416254605

" जय माता दी "

DURGA HARDWARE & SANITARY WARE


GSTIN:- 06ARAPV3205B1ZC

(A House of Hardware & Sanitary Goods)

GSTIN:- 06ARAPV3205B1ZC

BALUDA ROAD, NEAR DHARAM VATIKA, SOHNA-122103 (GURGAON)

Ref. No. :	Ansul Unibuy weekly E. Srinivas	Dated. 22-8-2021		
No	Particular	Per Pcc	Per Pcc	Amount
1)	Convection Pipe 2" S.S. Hing	25	130	3250
2)	Convection Pipe 2" S.S.	25	100	2500
3)	Heath Fast Hand Sping (Brass)	75	390	29250
4)	Sigan Hand Pvc	30	90	2700
5)	Sno Please Cp Fity (Brass)	100	60	6000
6)	Shower With Atom W4 (S.S)	50	450	22500
7)	Leaste Pipe	90	30	2700
8)	Super Flow boll Cock 6"	30	240	7200
9)	W/L Comboard (hindware)	15	4850	72750
10)	White Cement (Birk)	10	40	400
11)	M-seal Black	214	330	660
12)	Carbide Thread	2 packet	150	300
13)	Safedra	500g	200	200
14)	Solent Que 20g	10	410	410
15)	Central Hole Mixer basin (Brass)	20	1950	39000
16)	Square Mixer L hand (Brass)	20	2150	43000
17)	Jauli 4" Palsin (S.S)	50	60	3000
18)	2in 1 Angle valve (Brass)	20	750	15000
19)	Angle valve (Brass)	20	320	6400
20)	gate wall 20mm (Zoloto)	20	430	8600
21)	gate wall 15mm (Zoloto)	20	350	7000
22)	Teed plug 15mm	20	20	400
23)	Teed plug 20mm	20	25	500
24)	Extention nipple 1.5" (Brass)	20	75	1500
25)	Extention nipple 2.5" (Brass)	20	95	1900
Total				352120



COMPANIES ACT, 1962
Not Eligible to Collect Tax
Supplies

Composite Taxable Person
Not Eligible to Collect Tax
- - - - -



श्री महावीराय नमः



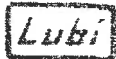
Ph. : 9416455418
9991201120

M/s. Rohtash Kumar & Brothers

FOUNTAIN CHOWK, SOHNA (GURGAON)

Specialist in : Submersible Pumps

House of PVC Pipes, Steel Tubes, Hand Pump, Sanitary Ware,
Water Tank, Paints, Electric Motors & All Kinds of Hardware



PUMP • MOTORS

Auth.
Dealer



hindware

SOMANY

Jaquar



SAI BHARAT

Sheetal

ASTRAL

Crompton



Ref. No. :

Order

Dated : 21/8/2021

1.	Commence Hic 3' @	130/-	P. Price
2.	" " 2' @	80/-	P. Price
3.	Hand Spray Set @	280/-	P. Price
4.	Saxton Handle @	90/-	P. Price
5.	Photo No. 1 @	110/-	P. Price
6.	Sawyer Set C.I. @	550/-	P. Price
7.	W. Pipe @	40/-	P. Price
8.	Super Ball Control @	140/-	P. Price
9.	W.C. Hindrance @	400/-	1700/-
10.	White cement @	30/-	P. Price
11.	m. Seal @	260/-	P. Price
12.	Dhoke Lope @	150/-	P. Price
13.	Safada @	150/-	P. Price
14.	Safada - 200 @	90/-	P. Price
15.	Cementable mason @	180/-	P. Price
16.	Wall Mixture @	190/-	P. Price
17.	S.I. Jali @	30/-	P. Price
18.	Twirone A. code @	650/-	P. Price
19.	Angle Code @	250/-	P. Price
20.	Balivahm 2nd @	280/-	P. Price
21.	" " 1/2 @	180/-	P. Price
22.	Deel Hlope 1/2 @	10/-	P. Price
23.	" " 2nd @	20/-	P. Price
24.	Emulenta Price 1/2 @	70/-	P. Price
25.	" " 2nd @	120/-	P. Price
26.	One Piece Hindrance, Jagann @	11200/-	P. Price
	(With G.S.T. down)		



21/8/21

M 9873662787



P.K. TRADING

[illegible][illegible]

7. *Notes on the following exercises:*

04/05/2017

Sl. No	Particulars	Unit	Rate	Amount	Rate	Amount	Rate	Amount
1	1/2" x 1/2" x 1/2" =	L	160 Rs/-		190 Rs/-			
2	1/2" x 1/2" x 1/2" =	L	120 Rs/-		161 Rs/-			
3	1/2" x 1/2" x 1/2" =	L	285 Rs/-		295 Rs/-		11	
4	1/2" x 1/2" x 1/2" =	P.V.C 80 Rs/-					590 Rs/-	
5	1/2" x 1/2" x 1/2" =	57 Rs/-						
6	1/2" x 1/2" x 1/2" =	400 Rs/-		500 Rs/-		600 Rs/-		
7	1/2" x 1/2" x 1/2" =	20 Rs/-		50 Rs/-		120 Rs/-		
8	1/2" x 1/2" x 1/2" =	120 Rs		470 Rs/-		1000 Rs/-		
9	1/2" x 1/2" x 1/2" =	Windware 2800 Rs/-				Pariware 3100 Rs/-		
10	1/2" x 1/2" x 1/2" =	60 Rs/-		3650				
11	1/2" x 1/2" x 1/2" =	300 Rs/-						
12	1/2" x 1/2" x 1/2" =	80 Rs/-						
13	1/2" x 1/2" x 1/2" =	180 Rs/-						
14	1/2" x 1/2" x 1/2" =	PRO 140 Rs/-				LOC 240 Rs/-		
15	1/2" x 1/2" x 1/2" =							
16	1/2" x 1/2" x 1/2" =	700 Rs/-		1200 Rs/-				
17	1/2" x 1/2" x 1/2" =	1500 Rs/-		1800 Rs/-		2400 Rs/-		
18	1/2" x 1/2" x 1/2" =	20 Rs/-						
19	1/2" x 1/2" x 1/2" =	410 Rs/-		490 Rs/-		590 Rs/-		
20	1/2" x 1/2" x 1/2" =	135 Rs/-		298 Rs/-		310 Rs/-		
21	1/2" x 1/2" x 1/2" =	2010 to		570 Rs		min qty 50 pc		
22	1/2" x 1/2" x 1/2" =	2010 to		485 Rs		" " 50 A		
23	1/2" x 1/2" x 1/2" =	56 Rs/-						
24	1/2" x 1/2" x 1/2" =	65 Rs/-						
25	1/2" x 1/2" x 1/2" =	40 Rs/-						
26	1/2" x 1/2" x 1/2" =	60 Rs/-						



M.:9990566923

li H/w Tools Paints Sanitary Store
Dealer for Asian Paints
 Sector 52, Wazirabad, Ghata More,
 Rajendra Market Gurgaon, H R-122001

		25	make	warranty
		25	Asl	90
		75	Asl	410
		30	Asl	112
		100	Asl	80
6	Sower set	50		950
7	Wast Pipe	90		70
8	Super ball cock 6"	30		220
9	WC hind ware or pariware	15		2000
10	White cement	10		28
11	M-Seal	2kg		230
12	Dhaga	2pkt		70
13	Sifida	500g		150
14	Selvent	200g		80
15				
16	centre holl mixture wash basin	20		1500
17	sawer mixture	20		1850
18	jali 4'	50		30
19	2in one Angal wall	20		550
20	Angal wall	20		350
21	gate wall 20mm	20		380
22	gate wall 15mm	20		290
23	ted pluck 15mm	20		10
24	ted pluck 20mm	20		15
25	Extionstion nippal 1.5'	20		80
26	Extionstion nippal 2.5'	20		110

Polo 6

Ure
Ure

U87.64-181.



SUSHANT UNIVERSITY
SECTOR - 55, GURUGRAM-122003

(Annexure C)

GST NO. 06AAATC0747N1ZO

WORK ORDER

Mr. Gaurav Dhawan
M/s. Durga Hardware & Sanitary Ware
Baluda Road, Near Dharam Vatika,
Sohna- 122103 (Haryana).

Work order number: SU/2021-22/PO/1560

Date: 31/08/2021

Subject.: To buy Plumbing Items (as per list annexed)

Dear Sir,

This is with reference to your approved quotation dt. 22/08/2021 and the discussion held with you on 31/08/2021 regarding "To buy Plumbing Items (as per list annexed)- all items quantity & quality should be same as mentioned in your quotation" of the University, we are pleased to place the order for the following item / work:

Sl. No.	Description	Rate/Unit	Total in Rs.
1.	To buy Plumbing Items- as per list annexed	As per Quotation	2,13,000/-
Total Amount (in Rs.)	Two Lacs Thirteen Thousand Only (GST Inclusive)		2,13,000/-

Terms and Conditions:

1. University will have the right to cancel the order if it is not executed within the stipulated time or on account of non-satisfactory performance.
2. All the services will be provided F.O.R. Sushant University, Sector -55 Gurugram.
3. The Invoice will be raised in the name of Sushant University, Sector-55, Gurugram.
4. The items will be accepted only in the required packing/specification as per the order. If not found in proper specifications, the University has a right to return the items and forfeit the payment.
5. Payment Terms: 100% advance payment to be given with P.O.

For, Anil Aggarwal
31.08.21

Registrar

Sushant University

(Erstwhile Ansal University)



SSU HANT UNIVERSITY

SECTOR-55, GURGAON (HARYANA) - 122003 Annexure "B"

Comparative Statement

Department/ Area facility

Date :24.08.2021

1. Purpose of collecting quotations: Purchase Plum. Item

2. Comparative Analysis

sheet

9416400000

Rishav 9873662737

umesh 9990566923

Gaurav

8607370819

SI No	Description	QTY	Rate	Ranashikumar	Rate	Rishav	Rate	Anjali HW	Rate	Gaurav	Rate
1	Connection Pipe 3"	25	153	3835	189	4725	177	4425	130	3250	130
2	Connection Pipe 2"	25	94	2360	142	3550	106	2650	90	2250	90
3	Hand Spray set	75	448	33630	466	34950	484	36300	390	29250	390
4	Salfan Handel	30	106	3186	94	2820	142	4260	90	2700	90
5	Phase 5no	100	130	12980	67	6700	94	9400	60	6000	60
6	Sower set	50	649	32450	590	29500	1121	56050	450	22500	450
7	Wast Pipe	90	47	4248	59	5310	83	7470	30	2700	30
8	Super ball cock 6"	30	165	4956	142	4260	260	7800	140	4200	140
9	WC hind ware or partware	15	2478	37170	4307	64605	2360	35400	2450	36750	2450
10	White cement	10	35	354	71	710	33	330	30	300	30
11	M-Seal 2kg	2	307	613.6	354	708	271	542	260	520	260
12	Dhaja 2pkt	2	177	354	94	188	83	166	75	150	75
13	Sifda 500	1	177	177	212	212	177	177	170	170	170
14	Selvent 200g	1	106	106	165	165	94	94	190	190	190
15	centre holl mixture wash basin	20	2124	42480	1416	28320	1770	35400	1400	28000	1400
16	sawer mixture	20	2301	46020	2124	42480	2183	43660	2100	42000	2100
17	all 4'	50	35	1770	24	1200	35	1750	50	2500	50
18	Zin one Anjal wall	20	767	15340	696	13920	649	12980	650	13000	650
19	Anjal wall	20	295	5900	352	7040	413	8260	290	5800	290
20	gate wall 20mm	20	330	6608	330	6600	448	8960	330	6600	330
21	gate wall 15mm	20	212	4248	212	4240	342	6840	200	4000	200
22	ted pluck 15mm	20	12	236	66	1320	12	240	10	200	10
23	ted pluck 20mm	20	24	472	77	1540	18	360	15	300	15
24	Extionstion nipplal 1.5'	20	83	1652	47	940	94	1880	45	900	45
25	Extionstion nipplal 2.5'	20	142	2832	71	1420	130	2600	70	1400	70
Total Rs				263978		267423		287994		215630	
				Including Gst		Including Gst		Including Gst		Including Gst	
				263978		267423		287994		215630	

Prepare By

31/8/21

Member (PC)

31.08.21

Member (PC)

31/8/21

Recommendation BY HOD

31/8/21

215630



SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM (HARYANA) - 122003

Annexure 'D'

PAYMENT FORM

Department /Area - Facility Department

Date : August 31, 2021

Details /Technical Specification: 100% advance to be given to buy Plumbing Items

PO/WO No: -SU-2021-22/PO/1560

Date: August 31, 2021

Bill NO.

Bill Date:-

Amount :-

Rs.2,13,000/-

Name & Address of the vendor in whose favour the cheque/DD is to be made: - DURGA HARWARE & SANITARY WARE

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.No	Particulars	Yes/No (Dean/HOD)	Yes/No (Finance)	Remarks
	Certified/Ensure that:			
1	The items have been received as per the specifications on P.O.			
2	The contractor has completed the work as per the specification and as per agreement.			
3	Original Bill/Proforma Invoice Attached			
4	The item(s) have been found in proper condition and good quality.			
5	All the items/materials entered in to campus through Gate Entry.			
6	The item(s)/service has been entered in the stock/inventory registers			
7	The item/service are used only for official purpose.			
8	No tools and plants belonging to University/department are with the contractor.			
9	The site has been cleared by the contractor.			
10	Nothing is due to recover from the party.			

The following documents must be attached with the release of payment note

1	Original Requisition/Approval.			
2	Original Quotations received from vendor.			
3	Original Comparative sheet of Purchase Committee and recommendation.			
4	In case of work contracts/Labour Contracts, EPF,ESIC Chailan & ECR report.			
5	Copy of the Purchase Order/Work Order.			
6	In case civil contracts, and in case of final payment completion certificate should be attached			
7	Copy of the PAN Card of the Vendor/Service Provider			

> **Payment Terms:** 100% advance with P.O.

Prepared by

Verified By
(Finance /Accounts)

Checked BY
Dean/HOD

11/09/21

Note : In case of advance payment check list is not required



**SAMPLE FOR
ELECTRICAL REPAIR/
MAINTENANCE**

March 7, 2022

OFFICE NOTE

Sub.: Need approval to buy Air Condition (A.C.) Parts

Dear Sir(s),

With reference to the above subject matter, this is to inform to all the concerned members that summer season is supposed to come and generally we run all the air conditions from 01st April of every year, hence we need to buy Air Condition Parts to repair some air conditions.

Hence, for the same, request you to please approve the budget / cost of Rs.2,75,000/- approx. (inclusive of GST).

List of Parts / Items is annexed herewith for reference.

Submitting for your kind approval.

Manager- Facilities

Head- Facilities

Vice Chancellor

THIS CAN BE PURCHASED IN 3 PARTS

Pi3
12/3/22



SUSHANT UNIVERSITY

(Annexure C)

SECTOR - 55, GURUGRAM-122003

GST NO. 06AAATC0747N1ZO

WORK ORDER

Work order number: SU/2022-23/PO/1655

Mr. Gaurav Verma
M/s. Delhi Aircone
Near Damdama More, Sohna, Distt. Gurugram,
Haryana- 122103.

Date: 21/04/2022

Subject.: To buy Air Condition Parts (as per list annexed) (For Entire University)

Dear Sir,

This is with reference to your approved quotation and the discussion held with you on 20/04/2022 regarding "To buy Air Condition Parts – all items quantity & quality should be same as mentioned in your quotation" of the University, we are pleased to place the order for the following item / work:

Sl. No.	Description	Rate/Unit	Total in Rs.
1.	To buy Air Condition Parts- as per list annexed	As per Quotation	2,72,545/-
Total Amount (in Rs.)	Two Lacs Seventy Two Thousand Five Hundred Forty Five Only (GST Inclusive)		2,72,545/-

Terms and Conditions:

1. University will have the right to cancel the order if it is not executed within the stipulated time or on account of non-satisfactory performance.
2. All the services will be provided F.O.R. Sushant University, Sector -55 Gurugram.
3. The Invoice will be raised in the name of Sushant University, Sector-55, Gurugram.
4. The items will be accepted only in the required packing/specification as per the order. If not found in proper specifications, the University has a right to return the items and forfeit the payment.
5. Payment Terms: 100% advance payment to be given with P.O.


Registrar

Sushant University

(Erstwhile Ansal University)

Recommended



SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM (HARYANA) - 122003

Annexure

Comparative Statement

Department/ Area: Facilities

Date : April 04, 2022

Purpose of collecting quotations: To buy Air Conditioner (AC) Parts

2. Comparative Analysis sheet

SL.No.	Item	Specification/ Make	Rate Vendor Wise			Remarks
			Shanti Aircone Mr. Dheeraj Verma # 09871702929	Sanjay. Refrigeration & Air Conditioning Mr. Sanjay, # 07982351083	Delhi Aircone Mr. Gaurav Verma # 09832323260	
Part A. (Material/Service Description)	To buy Air Conditioner (AC) Parts	As per list attached	244145	250800	230970	
Taxes (If Applicable)		GST (18%)	43946	45144	41575	
Total		Total 12 Pcs. (in Rs.)	288091	295944	272545	
Part B. (Term & Conditions Description)			100% Advance with P.O.	100% Advance with P.O.	100% Advance with P.O.	

Recommendation Clause with reason :

> SUBMITTING FOR KIND PERUSAL AND APPROVAL PLEASE.

Prepared By

Member
(PC)

Member
(PC)

Approved / Recommendation
(HOD/DEAN)

Member
(PC)



20/4/22
20-4-22

ATE CODE 06

Ph. : 9832323260
9999323260

Deals in : Refrigeration, Air Conditioner, Spare Parts, Gases, Wire, Copper Pipe,
Cooling Plant Material Repaired Compressor etc.

DAMDAMA MORE, SOHNA GURUGRAM ROAD, SOHNA (HR.)

Invoice No. 414 Date 04/08/2022

Vehicle No.....

Place of Delivery.....

P.O. No. 1655 Date 21-4-22

ESTIMATED.....

Bank Detail :
KOTAK MAHINDRA
A/C No. 2313371679
IFSC : KKBK0004337

Total Amount After Tax	2000.00
------------------------	---------

Rufes only

Certified that the particulars given above are true and correct

For DELHI AIRCONE

Authorised Signatory

**E. & O. E. Goods once sold will not be taken back.
All disputes subject to Gurugram Jurisdiction only.**

Customer Signature

For DELHI AIRCONE

SANJAY REFRIGERATION & (AIR CONDITIONING)

Deals In: All A/c Spare Parts, Copper Piping, Compressor Etc
Address :- Main Madanpuri Road, Opp Hariom Rasoi Gurugram(hr)

		QTY	PRICE	AMOUNT
1.	R-22 Refrigeration Gas	61KG	810	49410
2.	1.5 Ton L.g Fan Blade	1PC	930	930
3.	2 Ton L.g Fan Blade	3PC	1000	3000
4.	1.5 Ton Voltas Fan Blade	1PC	880	880
5.	2 Ton L.g Motor	3PC	4250	12750
6.	1.5 Ton L.g Motor	1PC	3230	3230
7.	1.5 Ton Voltas Motor	1PC	3450	3450
8.	2 Ton L.g Condancer Copper Coil	5PC	4400	22000
9.	1.5 Ton L.g Condancer Copper Coil	9PC	3350	30150
10.	2 Ton Samsung Condancer Copper Coil	4PC	4600	18400
11.	1.5 Ton L.g Compressor	5PC	9300	46500
12.	2 Ton Logical Compressor	4PC	10500	42000
13.	1 Ton L.g Compressor	1PC	8800	8800
14.	1.5 Ton Layed Window	1PC	9300	9300
				250800

Sanjay
**SANJAY REFRIGERATION
& AIRCONDITIONING**

18% GST EXTRA
TRANSPORT EXTRA
100% ADVANCE



SHANTI AIRCONE

Deals In: Copper Pipe, A/c Spare Parts, Fridge Gas & Lpg Piping
ADDRESS :- NH 8 HIGHWAY IMT CHOWK MANESAR GURUGRAM(HI)

Ref No.....

Date.....

Refrigration gas(R-22)	61 Kg	785	47.
Window A/c Compressor 1.5 Ton	1 Pic	9100	91.
L.H Compressor 1.5 Ton	5 Pic	9250	46
Logicool Compressor 2 Ton	4 Pc	9950	30
L.H Compressor 1 Ton	1 Pc	8700	8
2 Ton Motor	3 Pc	4050	12
1.5 Ton Motor (Voltas)	1 Pc	3250	3
1.5 Ton Motor (Lg)	1 Pc	3150	3
1.5 Ton Condancer coil (L.H)	9 Pc	3050	27
2 Ton Condancer coil (L.H)	5 Pc	4300	21
2 Ton Condancer coil (Samsung)	4 Pc	4150	16
⊕ 1.5 Tan Fan Blade (Voltas)	1 Pc	780	
• 1.5 Tan Fan Blade (L.H)	1 Pc	780	
• 2 Tan Fan Blade (L.H)	3 Pc	1050	
• Rotary Repair Compressor R/R Replacement	1 Pc	3600	

100% Advance

18% GST Extra

Transport Extra



Dheeraj

- 9832323260

GSTIN:- 06AUMPV5525H1Z7

DELHI AIRCONEAIR CONDITIONER
PARTS
SERVICERS & INSTALL
AMCNear Damdama More, Sohna, Distt Gurugram(HR.) - 122103
Email:- gauravverma0629@gmail.com

Sr No	Discription	Qty	Price	Amount
1.	2 Ton L.G Motor	3pc	3950	11850
2.	1.5 Ton L/G Motor	1pc	2850	2850
3.	1.5 Ton Voltas Motor	1pc	2850	2850
4.	2 Ton LG Condancer Coil Copper	5pc	3850	19250
5.	1.5 Ton L.G Condancer Coil Copper	9pc	2980	26820
6.	2 Ton Samsung Condancer Coil Copper	4pc	3650	14600
7.	2 Ton Cogicool Compressor	4pc	9600	38400
8.	1.5 Ton L.G Compressor	5pc	8800	44000
9.	Microcool 4.25 Ton Compressor	1pc	-	-
10.	Loyed 1.5 Ton Window Copressor	1pc	8500	8500
11.	L.G 1 Ton Compressor	1pc	8400	8400
12.	2 Ton L.G Fan Blade	3pc	950	2850
13.	1.5 Ton L.G Fan Blade	1pc	850	850
14.	1.5 Ton Voltas Fan Blade	1pc	850	850
15.	R-22 Gas(mafron) Original	61/kg	750 ✓	45750
16.	1.5 Ton AC Rotry Repair Compressor	1	3150	3150
Total				230970

1% GST EXTRA
Delivery Charge
Payment In 100% Advance

Motors + Fan

- 03 2T LG + Fan Sal
- 01 1.5T LG + Fan Sal
- 01 11T microal Dial + Blower Dial
- 01 1.5T Volts + Fan Sal

Coil condenser

- 05 2T LG Sal
- 09 1.5T LG Sal
- 04 2T Samsung Sal

P.C.B Remote

- 01 1.5T LG Sal PCB
- 01 1.5T Bladed Sal PCB
- 01 11T microal Dial PCB
- 013 8.5T microal Dial Remote
- 07 18.5T microal Dial PCB
- 02 17T Cannon Dial PCB
- 02 17T Cannon Dial Remote

Compressor

- 04 02T logical Sal
- 05 1.5T LG Sal
- 01 microal 1/25T Dial
- 01 Bladed 1.5T Wind Sal
- 01 1T LG Sal



SUSHANT UNIVERSITY
SECTOR-55, GURGAON (HARYANA) – 122003
SETTELMENT OF ADVANCE PAYMENT FORM

Annexure
"D"

Department /Area facility

Date :12.09.2022

Details /Technical Specification : Air-Conditioner Spare item purchased ac repairing

PO/WO No: 1655

Bill

No:414 Bill Date:04.08.2022

Bill Amount :

RS:200010/-

Name & Address of the vendor in whose favor the cheque/DD is to be made: -Delhi Aircone

Check List:- Before final payment process please ensure all the mandatory compliance are completed and related documents are attached

S.N o	Particulars	Yes/No (Dean/HO D)	Yes/No (Finance)	Remarks
	Certified/Ensure that:			
1	The items have been received as per the specifications on P.O.	yes		
2	The contractor has completed the work as per the specification and as per agreement.	Yes		
3	Original Bill/Performa Invoice Attached	Yes		
4	The item(s) have been found in proper condition and good quality.	Yes		
5	All the Items/materials entered in to campus through Gate Entry.	Yes		
6	The item(s)/service has been entered in the stock/Inventory registers	Yes		
7	The item/service are used only for official purpose.	Yes		
8	No tools and plants belonging to University/department are with the contractor.	No		
9	The site has been cleared by the contractor.	No		
10	Nothing is due to recover from the party.	No		
The following documents must be attached with the release of payment note				
1	Original Requisition/Approval.	Yes		
2	Original Quotations received from vendor.	No		
3	Original Comparative sheet of Purchase Committee and recommendation.	No		
4	case of work contracts/Labour Contracts, EPF, ESIC Chillan & ECR report.	No		
5	Copy of the Purchase Order/Work Order.	No		
6	In case civil contracts, and in case of final payment completion certificate should be attached	No		
7	Copy of the PAN Card of the Vendor/Service Provider	Yes		

Prepared By: *[Signature]* 12/9/22

Checked
BY
Dean/HO
D



Verified By
Finance /Accounts)

Note : In case of advance payment check list is not required