

INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)



4.4 – Maintenance of Campus Infrastructure

4.4.2 Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities.

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MANPOWER SERVICES

Annual Maintenance Contract of Manpower Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

Ref. No. THI/2015/1131(a)

Date: 04/03/2015

M/s Diamond Security Personnel

105, 1st Floor, 389, Masjid Moth

NDSE II, Delhi

Subject: Extension of Contract for Manpower Services

Dear Sir/Madam,

This is with reference to your Letter No. Nil dated 01/03/2015 on the subject cited above.

In this connection, I am to inform you that your contract for Manpower Services (Housekeeping except Safai Karamchari) at the Institute has been extended for a period of one year w.e.f. 16/03/2015 to 15/03/2016. You have to deposit Interest Free Deposit of Rs. 40,000/- in the form of Bank Guarantee in the name of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of Manpower Services (Housekeeping except Safar Karamchari) on Outsource Basis, other terms and conditions will be same as per the Agreement.

Thanking you,

Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Manpower Services

010 (124)
इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउस खास एन्क्लेव,
नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

March 17, 2016

Ref. No. I.H.E./2016/3216

M/s Diamond Security Personnel

105, 1 Floor 389, Masjid Moth

NDSE II, New Delhi 110049

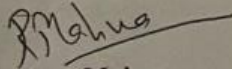
Subject: Extension of Contract for Manpower Services

Dear Sir/Madam,

This is with reference to your letter dated March 02, 2016 on the subject cited above.

We would like to inform that your contract for Manpower Services at the institute has been extended for a period of one year w.e.f. March 16, 2016 to March 15, 2017. You have to deposit Interest Fee Deposit of Rs. 40,000/- in the form of Bank Guarantee in favour of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of Manpower Services on outsource basis, other terms and conditions will be as per the earlier agreement.

Thanking you,



Dr Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Manpower Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउस खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED
FIST-DST AWARDEE

136
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHL/2017/565

14/3/2017

M/s Diamond Security Personnel
105, 1st floor Masjid Moth,
NDSE-II,
New Delhi-110049

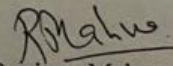
Sub: Extension of Contract for Manpower Services

Dear Sir,

This is with reference to your letter no. Nil dated 7th March, 2014 on the above mentioned subject. In this connection I am to inform you that your contract for Staff services has been extended for a period of one year w.e.f. 16th March, 2017 to 15th March, 2018. You have to deposit interest free deposit of Rs.40,000/- in form of Bank Guarantee in the name of Institute Home Economics within 7 days of receipt of this letter in lieu of staff contract, other terms & condition will be same as per the Agreement.

Thanking You.

Yours faithfully,


Dr (Mrs) Ranjana Mahna
Director (Offtg.)



Annual Maintenance Contract of Manpower Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई मेल: principal.ihe@gmail.com

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GRADE 'A'
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FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2018/437

14/3/2018

M/s Diamond Security Personnel
105, 1st floor Masjid Moth,
NDSE-II,
New Delhi-110049

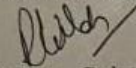
Sub: Extension of Contract for Manpower Services

Dear Sir,

This is with reference to your letter no. Nil dated 14th March, 2014 on the above mentioned subject. In this connection I am to inform you that your contract for Staff services has been extended for a period of one year w.e.f. 16th March, 2018 to 15th March, 2019. You have to deposit interest free deposit of Rs.40,000/- in form of Bank Guarantee in the name of Institute Home Economics within 7 days of receipt of this letter in lieu of staff contract, other terms & condition will be same as per the Agreement.



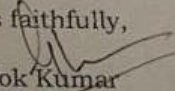
Thanking You.

Yours faithfully,


Dr (Mrs) Renu Gulati
Acting Director



Annual Maintenance Contract of Manpower Services

	INSTITUTE OF HOME ECONOMICS (University of Delhi) इंस्टिट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय)	
NAAC GRADE 'A' ACCREDITED		
Ref. No. <u>IHE/2019-20/Admn/2225</u>	15.03.2019	
<p>M/s Diamond Security Personnel 105, 1st floor Masjid Moth, NDSE - II, New Delhi - 110049</p>		
<p>Sub: <u>Extension of Contract for Manpower Services</u></p>		
<p>Dear Sir,</p> <p>This is with reference to your letter no. Nil dated 12th March, 2019 on the above mentioned subject. In this connection I am to inform you that your contract for Staff services has been extended for a period w.e.f. 16th March, 2019 to 10th May, 2019. You have to deposit interest free deposit of Rs. 40,000/- in form of Bank Guarantee in the name of Institute of Home Economics within 7 days of receipt of this letter in lieu of staff contract, other terms & condition will be same as per the Agreement.</p> <p>Thanking You.</p> <p style="text-align: right;">Yours faithfully,  Dr. (Mrs) Geeta Trilok Kumar Director</p>		



Annual Maintenance Contract of Manpower Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)

इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No.

IHE/2019-20/Admin/481

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

09/05/2019

Sub: Extension of Contract for Manpower Services

Dear Sir,

This is in continuation to our earlier letter No.IHE/2019-20/Admin/2225 dated 15/03/2019 on the above mentioned subject. In this connection I am to inform you that your contract for Manpower services at the Institute has been extended w.e.f. 11th May 2019, to 21st July 2019. You have to deposit interest free deposit of Rs.40,000/- (Bank Guarantee) drawn in favor of Institute of Home economics in lieu of Manpower services contract. Other term and conditions will be same as per the agreement.

Thanking you
Yours Faithfully,

Dr.Geeta Trilok Kumar
Director



Annual Maintenance Contract of Manpower Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No.

IHE/2019-20/Admn/481

22.07.2019

M/S Diamond Security Prsonnel,
105, 1st Floor, Masjid Moth,
NDSE-II,
New Delhi-110049

Sub: Extension of Contract for Manpower Services

Dear Sir,

This is in continuation to our earlier letter No.IHE/2019-20/Admn/481 dated 9th May, 2019 on the above mentioned subject. In this connection, i am to inform you that your contract for Manpower services at the institute has been extended w.e.f. 22.07.2019 to 21.08.2019. You have to deposit interest free deposit of Rs.40,000/- (Bank Guarantee) drawn in favour of Institute of Home Economics in lieu of Manpower services contract. Other terms and conditions will be same as per the agreement.



Thanking you,

Yours faithfully,

Dr(Mrs)Geeta Trilok Kumar
Director



Annual Maintenance Contract of Manpower Services

 **INSTITUTE OF HOME ECONOMICS**
(University of Delhi)
इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय) 

NAAC GRADE 'A' ACCREDITED

Ref. No. JHE/2019-20/Ac/min/1882

M/s, Secureshield Security Services Private Limited
38/1, First Floor, Ashok Nagar,
New Delhi -110018

20/01/2020

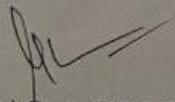
Sub: Contract for providing Manpower service at our Institute and its premises.


the Sir,

Please refer to your quotation in response to our GeM Bid No: GEM/2019/B/451192, Contract No: GEMC-511687759812089 on subject cited above. The undersigned is directed to convey the approval of the competent authority for awarding the contract for providing Manpower service at our Institute premises w.e.f. 06/01/2020 to 15/05/2020.

If the same is acceptable, you may submit a written acceptance to this effect.

Thanking you,
Yours Faithfully


Dr (Mrs.) Geeta Trilok-Kumar
Director



Annual Maintenance Contract of Manpower Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2020-21/Admin/297

15/09/2020

M/s, Secureshield Security Services Private Limited
38/1, First Floor, Ashok Nagar,
New Delhi -110018

Sub: Extension Contract for providing Manpower service at our Institute and its premises.

Sir,

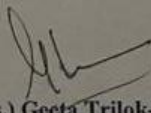
Please refer to your quotation in response to our GeM Bid No: GEM/2019/B/451192, Contract No: GEMC-511687759812089 on subject cited above. The undersigned is directed to convey the approval of the competent authority for awarding the contract for providing Manpower service at our Institute premises w.e.f. 15/09/2020 to 14/12/2020.

The Institute was taking service of 23 personnel of your agency to work at the Institute. But, due to Covid-19 as the classes are not resumed in the College, practical classes are not being conducted. Hence due to financial crunch the services of 19 staffs provided by your agency to work in the laboratories & Library, may be temporary discontinued, w.e.f. 30/09/2020, until such time normal conditions return, kindly take this as a notice of 15 days. You may continue providing service of rest of below mentioned staff during the contract period.-

1. Junior Assistant -1
2. Office Attendant -3
3. Mali-1

If the same is acceptable, you may submit a written acceptance to this effect.

Thanking you,
Yours Sincerely


Dr (Mrs.) Geeta Trilok-Kumar
Director



Annual Maintenance Contract of Manpower Services



o/c
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2020-21/Admn/605

M/s, Secureshield Security Services Private Limited
38/1, First Floor, Ashok Nagar,
New Delhi -110018

14/12/2020

Sub: Extension Contract for providing Manpower service at our Institute and its premises.

Sir,


Please refer to your quotation in response to our GeM Bid No: GEM/2019/B/451192, Contract No: GEMC-511687759812089 on subject cited above. The undersigned is directed to convey the approval of the competent authority for awarding the contract for providing Manpower service at our Institute premises w.e.f. 15/12/2020 to 12/03/2021.

On Account of the current Covid-19 sceneries and classes being conducted on line, you may continue providing service of below mentioned staff during the contract period.-

1. Junior Assistant -1
2. Office Attendant -3
3. Mali-1
4. Library Ateendant-1
5. Data Entry Opertaor-1

If the same is acceptable, you may submit a written acceptance to this effect.

Thanking you,
Yours Sincerely


Dr (Mrs.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज़ खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



SECURITY SERVICES

Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 146/2015/3210

11/9/15

M/s Diamond Security Personnel
105, 1st floor Masjid Moth,
NDSE-II,
New Delhi-110049

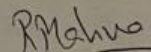
Sub: Extension of Contract for Security Services

Dear Sir,

This is with reference to your letter no. Nil dated 1.9.2015 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one year w.e.f. 15th September, 2015 to 14th September, 2016. You have to deposit interest free deposit of Rs.40,000/- in form of Bank Guarantee in the name of Institute Home Economics within 7 days of receipt of this letter in lieu of Security Services contract, other terms & condition will be same as per the Agreement.

Thanking You

Yours faithfully,


Dr Ranjana Mahna
Director (Offtg.)



Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउस खास एन्क्लेव,
नई दिल्ली-110016

फोन: 26532402, 46018108
टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

Ref. No.

ME/2016/4182

INSTITUTE OF HOME ECONOMICS
(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108
Telefax : 26510616

E-mail: principal.ihe@gmail.com

9/9/2016

M/s Diamond Security Personnel
105, 1st floor Masjid Moth,
NDSE-II,
New Delhi-110049

Sub: Extension of Contract for Security Services

Dear Sir,

This is with reference to your letter no. Nil dated 31/8/2016 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one year w.e.f. 15th September, 2016 to 14th September, 2017. You have to deposit interest free deposit of Rs.40,000/- in form of Bank Guarantee in the name of Institute Home Economics within 7 days of receipt of this letter in lieu of Security Services contract, other terms & condition will be same as per the Agreement.

Thanking You

Yours faithfully,

R Mahna
Dr Ranjana Mahna
Director (Offtg.)



Annual Maintenance Contract of Security Services

<p>इंस्टीट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) एफ.4, हाउस खास एन्क्लेव नई दिल्ली-110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ई मेल: principal.ihe@gmail.com</p>	<p>NAAC GRADE 'A' ACCREDITED</p> <p>FIST-DST AWARDEE</p>	<p>INSTITUTE OF HOME ECONOMICS (University of delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. 14E/2017/1659

M/s Diamond Security Personnel
105, 1st floor Masjid Moth,
NDSE-II,
New Delhi-110049

13/9/2017
17/9

Sub: Extension of Contract for Security Services

Dear Sir,

This is with reference to your letter no. Nil dated 05/9/2016 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one year w.e.f. 15th September, 2017 to 14th September, 2018. You have to deposit interest free deposit of Rs.40,000/- in form of Bank Guarantee in the name of Institute Home Economics within 7 days of receipt of this letter in lieu of Security Services contract, other terms & condition will be same as per the Agreement.

Thanking You

Yours faithfully,
R. Mahna
Dr Ranjana Mahna
Director (Offg.)



Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउस खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई मेल: principal.ihe@gmail.com

01C
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INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. THE/2018/1234

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

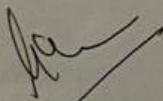
14/9/2018

Sub: Extension of Contract For Security Services

Dear Sir,

This is with reference to your letter no. Nil Dated 05/09/2018 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one month w.e.f. 15th September, 2018 to 14th October 2018. You have to deposit interest free deposit of Rs. 40,000/- in form of Bank Guarantee in the name of Institute of Home economics within 7 days of receipt of this letter in lieu of Security services contract. Other term and condition will be same as per the agreement.

Thanking you
Yours Faithfully



Dr. Geeta Prilok Kumar
Director



Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No.

11/10/2018/1525

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

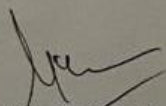
11/10/2018

Sub: Extension of Contract for Security Services

Dear Sir,

This is to continuation to our earlier letter No.IHE/2018/1334 dated 14/09/2018 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one month w.e.f. 15th October, 2018 to 14th November 2018. You have to deposit interest free deposit of Rs. 40,000/- in form of Bank Guarantee in the name of Institute of Home economics within 7 days of receipt of this letter in lieu of Security services contract. Other term and conditions will be same as per the agreement. I am enclosing herewith original Bank Guaranty No.0478-BG0030-14 dated 10/10/2014 issued by Punjab & Sind Bank BO Safdarjung Enclave, New Delhi-110029 on 22/11/2018.

Thanking you
Yours Faithfully


Dr. Geeta Tylok Kumar
Director



Annual Maintenance Contract of Security Services

<p>इंस्टीट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) एफ.4, हाउज खास एन्क्लेव नई दिल्ली - 110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ई.मेल: principal.ihe@gmail.com</p>	<p>o/c NAAC GRADE 'A' ACCREDITED FIST-DST AWARDEE</p>	<p>INSTITUTE OF HOME ECONOMICS (University of delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. IHE/2018/1606

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

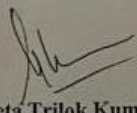
14/11/2018


Sub: Extension of Contract for Security Services


Dear Sir,

This is in continuation to our earlier letter No.IHE/2018/1425 dated 11/10/2018 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one month w.e.f. 15th November, 2018 to 14th December 2018. You have to deposit interest free deposit of Rs. 40,000/- in form of Bank Guarantee in the name of Institute of Home economics within 7 days of receipt of this letter in lieu of Security services contract. Other term and conditions will be same as per the agreement.

Thanking you
Yours Faithfully


Dr. Geeta Trilok Kumar
Director





Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउस खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ईमेल: principal.ihe@gmail.com

o/c
NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2018/1773 (1773)

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

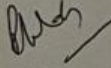
13/12/2018

Sub: Extension of Contract for Security Services

Dear Sir,

This is in continuation to our earlier letter No.IHE/2018/1606 dated 14/11/2018 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended w.e.f. 15th December 2018 to 31st December 2018. You have to deposit interest free deposit of Rs. 40,000/- Bank Guarantee in the name of Institute of Home economics in lieu of Security services contract. Other term and conditions will be same as per the agreement.

Thanking you
Yours Faithfully,


Dr. Geeta Trilok Kumar
Director



Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

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FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2018/1824

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

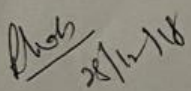
27/12/2018

Sub: Extension of Contract for Security Services

Dear Sir,

This is in continuation to our earlier letter No.IHE/2018/1773 dated 13/12/2018 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended w.e.f. 31st December 2018 to 15th January 2019. Other term and conditions will be same as per the agreement.

Thanking you
Yours Faithfully,


Dr.Geeta Trilok Kumar
Director



Annual Maintenance Contract of Security Services

<p>इंस्टीट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) एफ.4, हाउज खास एन्क्लेव नई दिल्ली - 110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ई-मेल: principal.ihe@gmail.com</p>	<p>0/L NAAC GRADE 'A' ACCREDITED FIST-DST AWARDEE</p>	<p>INSTITUTE OF HOME ECONOMICS (University of Delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. *IHE/2019-20/admin/Diamond Security/1909*

M/S Diamond Security Personnel
105, 1st Floor Masjid Moth,
NDSE-II,
New Delhi-110049

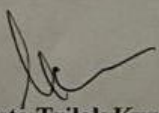
08/01/2019

Sub: Extension of Contract for Security Services

Dear Sir,

This is in continuation to our earlier letter No.IHE/2018/1824 dated 27/12/2018. The extension of your contract with Institute of Home Economics for providing security services may be read as the "Institute has extended the contract w.e.f 31/12/2018 to 16/01/2019", instead of 15/01/2019.

Thanking you
Yours Faithfully,


Dr. Geeta Trilok Kumar
Director



Annual Maintenance Contract of Security Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन 26532402, 46018108
टेलीफैक्स 26510616
ईमेल principal.ihe@gmail.com

NAAC
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FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 11/01/2019-20/Adm/Security/1946

11/01/2019

M/s. Advance High Tech Security
E-563, Palam Extension,
Near Vardhman City Mall,
Ramphall Chowk,
Sector -07, Dwarka,
New Delhi - 110045.

Sub: Contract for providing Security Services at our Institute and its premises.

Sir,

Please refer to your quotation in response to our GeM Bid No: GEM/2018/B/128055, Contract No: GEMC-511687708527543 on subject cited above. The undersigned is directed to convey the approval of the competent authority for awarding the contract for providing Security services at our Institute premises w.e.f. 16.01.2019, 2 P.M. on the following terms and conditions:

Details of scope of work

Civilian Security Guards:

7 persons on 8hrs shift

06:00-14:00 2 person (Male)

14:00-22:00 2 person (Male)

22:00-06:00 2 person (Male)

09:00-17:00 1 person (Female)

Terms and Conditions:

1. The bio-data /profile of each guard along-with Passport Size photograph and Police Verification report shall be submitted to the Director Institute of Home Economics, for inspection at the time of deployment of Security Personnel.
2. Increase in rates due to Revision of minimum wages or variable Dearness Allowance shall be considered during the contract period.



Annual Maintenance Contract of Security Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)

इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No.

10/2019/1837

M/s. Advance High Tech Security
E-563, Palam Extension,
Near Vardhman City Mall,
Ramphall Chowk,
Sector -07, Dwarka,
New Delhi – 110045.

14/01/2020

Sub: Extension of Contract for Security Services

Dear Sir,

This is with reference to your letter no. AHTS/2020/01/10(i) dated 10/01/2020 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one year w.e.f. 16th January 2020 to 15th January 2021. You have to deposit interest free deposit of Rs. 50,000/- Demand Draft (DD) in the name of Institute of Home Economics in lieu of Security services contract. Other term and conditions will be same as per the agreement.

Thanking you,
Yours Sincerely,

Dr. Geeta Trilok Kumar
Director



Annual Maintenance Contract of Security Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. THE/2020-21/Admin/685

M/s. Advance High Tech Security
E-563, Palam Extension,
Near Vardhman City Mall,
Ramphall Chowk,
Sector -07, Dwarka,
New Delhi – 110045.

28/12/2020

Sub: Extension of Contract for Security Services

Dear Sir,

This is with reference to your letter no. AHTS/2020/12/02(i) dated 02/12/2020 on the above mentioned subject. In this connection I am to inform you that your contract for security services at the Institute has been extended for a period of one year w.e.f. 16th January 2021 to 15th January 2022. Other term and conditions will be same as per the agreement.

Thanking you,
Yours Sincerely,

Dr. Geeta Trilok Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



HOUSEKEEPING SERVICES

Annual Maintenance Contract of Housekeeping Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

Ref. No. 1HE/2016/3207-

15/03/2016

Mr. Rakesh Chandra,
Hony Controller,
Sulabh International Social Service Organisation,
Sulabh House, 74, K-1 Extension,
Mohan Garden,
New Delhi-110059.

Sub: Extension for Housekeeping Services and Enhancement of Honorarium as per Govt of NCT of Delhi.

This is with reference to your letter No. SISO/SS/1393/2016 dated 8/2/2016 on the subject cited above

In this connection, I am to inform you that your contract for Housekeeping Services at the Institute has been extended for a period of one year w.e.f 26/02/2016 to 25/02/2017. You have to submit security deposit of Rs.40,000/- in the form of Bank Guarantee in the name of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of the sanitation Housekeeping Services,

A fresh agreement to be made with regard to the contract awarded for the sanitation services at the Institute .

Thanking you,

R Mahna
Dr. Ranjana Mahna
Director (Officiating)

Sulabh International Social Service Organisation
(Housekeeping Maintenance)
Mona Puri
Hony. Accountant / Authorised Signatory / Authorised Signatory



Annual Maintenance Contract of Housekeeping Services

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com
03/02/2017

Ref. No. SISSO/SS/2008/2017/198

Mr. Rakesh Chandra,
Hony Controller,
Sulabh International Social Service Organisation,
Sulabh House, 74, K-1 Extension,
Mohan Garden,
New Delhi-110059.

Sub: Extension for Housekeeping Services.

This is with reference to your letter No. SISSO/SS/2008/2017 dated 21/01/2017 on the subject cited above

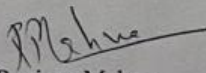
In this connection, I am to inform you that your contract for Housekeeping Services at the Institute has been extended for a period of one year w.e.f 26/02/2017 to 25/02/2018.

The Institute will continue with the existing strength of Sulabh Staff. The request for one cycle Rickshaw to dispose off the accumulated garbage from the site has been approved @ Rs.800/- per month. M/s Sulabh International Social Service Organisation has to arrange their own cycle rickshaw and should ensure proper disposal of garbage every morning.

You have to submit security deposit of Rs.40,000/- in the form of Bank Guarantee in the name of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of the sanitation Housekeeping Services,

A fresh agreement to be made with regard to the contract awarded for the sanitation services at the Institute

Thanking you,


Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Housekeeping Services

<p>इंस्टीट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) एफ.4, हाउज खास एन्क्लेव नई दिल्ली - 110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ईमेल: principal.ihe@gmail.com</p>	<p>NAAC GRADE 'A' ACCREDITED</p> <p>FIST-DST AWARDEE</p>	<p>INSTITUTE OF HOME ECONOMICS (University of Delhi) 143 F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. IHE/2018/395

05.03.2018

**Mr. Rakesh Chandra,
Honycontroller,
Sulabh International Social Service Organization,
Sulabh House, 74, K-1 Extension,
Mohan Garden,
New Delhi-110059.**


Sub: extension for housekeeping services and enhancement of honorarium as per Govt of Nct of Delhi.

This is with reference to your; letter No./SISSO/SS/3218/ 2018 dated 03.02.2018 on the subject cited above.

In this connection, I am to inform you that your contract for Housekeeping Services at the Institute has been extended for a period of one year w.e.f 26/02/2018 to 25/02/2019. You have to submit security deposit of Rs. 40,000/- in the form of Bank Guarantee in the name of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of the sanitation Housekeeping Services,

A fresh agreement to be made with regard to the contract awarded for the sanitation services at the Institute.

Thanking you,



**Dr. (Mrs.) Renu Gulati
Acting Director**



Annual Maintenance Contract of Housekeeping Services

NAAC GRADE 'A' ACCREDITED	INSTITUTE OF HOME ECONOMICS (University of Delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com
FIST-DST AWARDEE	

Ref No. IHE/2019-20/Admin/Sulabh International/2130

25.02.2019

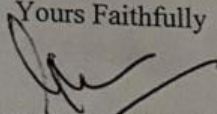
M/S Sulabh International Social Service Organization
Sulabh House, 74, K-1 extension
Mohan Garden,
New Delhi-110059

Sub: Extension for housekeeping services and enhancement of honorarium as per Govt. of NCT of Delhi.

This is with reference to your letter No./SISSO/SS/3847/2019 dated 01/02/2019 on the subject cited above.

In this connection, I am to inform you that your contract for Housekeeping Services at the Institute has been extended w.e.f. 26th February 2019 to 12th March 2019. You have to submit security deposit of Rs.40,000/- in the form of Bank Guarantee in the name of Institute of Home Economics within seven (07) days of receipt of this letter in lieu of the sanitation Housekeeping Services. Other term and conditions will be same as per the agreement.

Thanking you,

Yours Faithfully

Dr (Mrs.) Geeta Trilok-Kumar
Director



Annual Maintenance Contract of Housekeeping Services



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

NAAC GRADE 'A' ACCREDITED

Ref. No. 14E/2019-20/Adm/2063

M/s, Sulabh Sanitation Mission Foundation
RZ-83, Mahavir Enclave,
Palam Dabri Road,
New Delhi-45.

09.03.2020

Sub: Extension Contract for providing Cleaning and Sanitation Services at our Institute and its premises.

Dear Sir,

This is with reference to your letter no./SSMF/698/2020 dated 10/02/2020 on the above mentioned subject. In this connection I am to inform you that your contract for providing Cleaning and Sanitation Services at our Institute and its premises has been extended for a period of one year w.e.f. 13th March 2020 to 12th March 2021. You have to deposit interest free deposit of Rs. 50,000/- Demand Draft (DD) in the name of Institute of Home Economics in lieu of housekeeping contract. to sign with you an agreement on a non-judicial stamp paper of Rs.100/-, On the following terms and conditions.

1. The bio-data /profile of each Cleaning staff along-with Passport Size photograph and Identity card /Proof and Police Verification report shall be submitted to the Director Institute of Home Economics, for inspection at the time of deployment of Cleaning staff.
2. The contract will be in operation for a period of one year w.e.f 13.03.2020 the date of commencement of contract.
3. It shall be entirely your responsibility to see that no unlawful act is done by your person while on duty.
4. In case, theft or loss of Institute's property takes place due to the negligence or carelessness of Cleaness staff your firm will be responsible and shall make good of the same.
5. If at any time during the period of contract, it is observed by the Institute or its Authorized Representative that the services rendered by your personnel are not to the satisfaction of the Institute or any Terms of the contract are violated, Institute reserve the rights to terminate the contract without any notice.
6. Sweeping and moping of all Theory rooms, Laboratory, corridors, Courtyard, Office areas, stairway, Toilets, Foyer, pathway open area, Common room, Library Sports room, canteen side, Medical room, etc.
7. Scrubbing of tiles areas whenever required on regular basis.
8. Dustbins and trash receptacles shall be cleaned and sanitized on a daily basis.
9. Dustbin and cleaning the furniture, tables, chairs, sofas etc.
10. Continuous cleaning and refreshing of the toilets including disinfectant mirrors.
11. Cleaning the porch side area in the immediate periphery of the building and utility rooms.

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज़ खाज एन्क्लेव, नई दिल्ली-110016

Phone / फोन : 011-26532402, Director's Office : 011-46018108

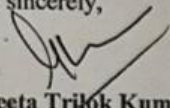
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



Annual Maintenance Contract of Housekeeping Services

12. Disposal of waste to the MCD Bin outside the College.
13. Other terms and condition in the Service Legal Agreement ("SLA") provided by GeM, on the GeM Bid No: GEM/2019/B/174961, Contract No: GEMC-511687797905562 , to follow.
14. Also, as decided by the authority of the Institute, the Administrative charges will remain to be 1.18% for the next one year.


Thanking you,
Yours sincerely,


Dr. Geeta Trilok Kumar
Director




Annual Maintenance Contract of Housekeeping Services

07C



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2020-21/Admin/5-File/879

M/s, Sulabh Sanitation Mission Foundation
KZ-83, Mahavir Enclave,
Palam Dabri Road,
New Delhi-110045.


23.02.2021

Sub: Extension Contract for providing Cleaning and Sanitation Services at our Institute and its premises.

Dear Sir,

This is with reference to your letter no./SSMF/934/2021 dated 10/02/2021 on the above mentioned subject. In this connection I am to inform you that your contract for providing Cleaning and Sanitation Services at our Institute and its premises has been extended for a period of one year w.e.f. 13th March 2021 to 12th March 2022. To sign with you an agreement on a non-judicial stamp paper of Rs.100/-. Other term and conditions will be same as per the initial agreement.

Thanking you,
Yours sincerely,



Prof. (Dr.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-47702466 Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



MAINTENANCE OF GENERATOR

Annual Maintenance Contract for Generator

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एक-4, हाउस खास एन्क्लेव,
नई दिल्ली-110016
फोन : 26532402, 46018108
टेलीफैक्स : 26510616
ई-मेल : principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2015/2679.

November 24, 2015

M/s Cummins Svam Sales and Service Ltd.
D-165, Okhla Industrial Area, Phase I,
New Delhi 110020

Dear Sir/Madam,

This is in reference to your Quotation Letter No. CSSSP/L/CAMC/OKH/SER/62710571/15-16 dated October 16, 2015 regarding semis-comprehensive service contract

I am to inform you that Annual Maintenance Contract for maintenance of Generator has been awarded to you for the period of one year w.e.f. November 24, 2015 to November 23, 2016.

Thanking you,
Yours faithfully,

R Mahna
Dr Ranjana Mahna
Director (Officiating)

Recd order
RW
26/11/15



Annual Maintenance Contract for Generator

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एक-4, हाउस खास एन्क्लेव,
नई दिल्ली-110016
फोन : 26532402, 46018108
टेलीफैक्स : 26510616
ई-मेल : principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 114E/2016/4472

M/S Cummins Svam Sales & Service Ltd.
D- 165, Okhla Industrial Area, Phase I,
New Delhi 110020


24/11/2016

Dear sir/madam,

This is in reference to your Quotation letter No. CSSSP/CAMC/OKH/SER/62710571/16-17 dated October 16, 2016 regarding semis-comprehensive service contract

I am to inform you that Annual Maintenance Contract for maintenance of Generator has been awarded to you for the period of one year w.e.f. November 24, 2016 to November 23, 2017.

Thanking you,
Yours faithfully,


R. Rajana
Director (officiating)

उपेक्षा है
9868486948



Annual Maintenance Contract for Generator

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउस खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ईमेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 3544/2017.118.74/.....

M/s Cummins Sales & Service Pvt. Ltd.
F-79-80, Prime Towers, DPT009,
Okhla Phase-I,
New Delhi - 110020

09/12/2017


Dear Sir/Madam,

This is in reference to your Quotation letter No. C555PL/CAMC/OKH/SER/62710571/17-18 dated 16/11/2017 regarding semis- comprehensive service contract.

I am to inform you that annual maintenance contract for maintenance of Generator has been awarded to you for the period of one year w.e.f. November 24, 2017 to November 23, 2018.


Thanking you,

Yours faithfully,


Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract for Generator

 **INSTITUTE OF HOME ECONOMICS**
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

NAAC GRADE 'A' ACCREDITED

Ref. No. *116/2019/Okh/1615*

M/s, Cummins Sales & Service Ltd.
E-79-80, Prime Towers, DPT009,
Okhla Phase-I,
New Delhi 110020

25/11/2019

Dear Sir/Madam,

This is in reference to your Quotation letter No. CSSSPL/CAMC/OKH/SER/62710571/19-20 dated October 15, 2019 regarding semis-comprehensive service contract

I am to inform you that Annual Maintenance Contract for maintenance of Generator has been awarded to you for the period of one year w.e.f. November 24, 2019 to November 23, 2020.

Thanking you,
Yours Sincerely



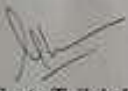
[Signature]
Dr (Mrs.) Geeta Trilok-Kumar
Director

Received
Swachh

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हाउज खास एन्क्लेव, नई दिल्ली-110016
Phone / फोन : 011-26532402, Director's Office : 011-46078108
Email / ई मेल : principal@ihs-du.ac.in Website / वेबसाइट : www.ihs-du.com



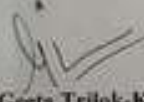


Annual Maintenance Contract for Generator

	INSTITUTE OF HOME ECONOMICS (University of Delhi) इंस्टिट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय)	
NAAC GRADE 'A' ACCREDITED		
Ref. No. <u>IHE/2020-21/Adm/511</u>		
M/s. Cummins Sales & Service ^{pit} Ltd, F-79- 80, Prime Towers, DPT009, Okhla Phase- I, New Delhi 110020		23/11/2020
Dear Sir/Madam,		
This is in reference to your Quotation letter No. C555PL/CAMC/OKH/SER/62710571/20-21 dated October 29, 2020 regarding semi-comprehensive service contract		
I am to inform you that Annual Maintenance Contract for maintenance of Generator has been awarded to you for the period of one year w.e.f. November 24, 2020 to November 23, 2021.		
Thanking you, Yours Sincerely *		
		
Dr (Mrs.) Geeta Trilok-Kumar Director		
<hr/>		
F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हाउ ख़ास एन्क्लेव, नई दिल्ली-110016 Phone / फ़ोन : 011-26532402, Director's Office : 011-46018108 Email / ईमेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com		



Annual Maintenance Contract for Generator

	INSTITUTE OF HOME ECONOMICS (University of Delhi) इंस्टिट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय)	
NAAC GRADE 'A' ACCREDITED		
Ref. No. <u>IHE/2021-22/ Admin/ Generator Amc/736</u>		
M/s. Cummins Sales & Service Ltd. F-79- 80, Prime Towers, DPT009, Okhla Phase- I, New Delhi 110020		26/11/2021 29
Dear Sir/Madam,		
This is in reference to your Quotation letter No. CSSSPL/CAMC/OKH/SER/62710571/21-22 dated October 29, 2019 regarding semis-comprehensive service contract		
I am to inform you that Annual Maintenance Contract for maintenance of Generator has been awarded to you for the period of one year w.e.f November 24, 2021 to November 23, 2022.		
Thanking you, Yours Sincerely		
		
Dr (Mrs.) Geeta Trilok-Kumar Director		
<hr/>		
F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हाउस खास एन्क्लेव, नई दिल्ली-110016 Phone / फोन : 011-48018108, Director's Office : 011-48018108 Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com		



ELEVATOR MAINTENANCE

Annual Maintenance Contract of Elevator Maintenance

0/L

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

21

INSTITUTE OF HOME ECONOMICS
(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

Ref. No. IHE/2015/2684

November 27, 2015

M/s Schindler India Pvt. Ltd.

PP Trade Center, Plot No. P-1, 301, 3rd Floor

Wazirpur Distt Centre, Netaji Subhash Place

Delhi 110034

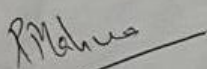
Dear Sir/Madam,

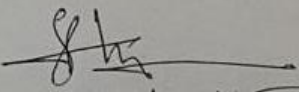
This is in reference to your letter reference no. 2008495 dated October 05, 2015, regarding Elevator/Escalator contract.

I am to inform you that Annual Maintenance Contract for maintenance of Elevator/Escalator has been awarded to you for the period of one year w.e.f. November 28, 2015 to November 27, 2016.

Thanking you,

Yours faithfully,


Dr Ranjana Mahna
Director (Officiating)

Received

28/11/2015



Annual Maintenance Contract of Elevator Maintenance

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउस खास एन्क्लेव,
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

9/

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 1HE/2016/483

M/s schindler india pvt. Ltd.
Pp trade center , plot No. P-1, 3rd floor
Wazirpur distt centre, Netaji subhash place
Delhi 110034

28/11/2016

Dear sir/madam,

This is in reference to your letter contract No.131206133 dated 14/10/2016, regarding Elevator/Escalator contract.

I am to inform you that annual maintenance contract for maintenance of Elevator/Escalator has been awarded to you for the period of one year w.e.f. November 28, 2016 to November 27, 2017.

Thanking you,

Yours faithfully,

R Mahna
Dr Ranjana mahna
Director (officiating)

94 fit
30/11/16
9811090659
VIA FAX



Annual Maintenance Contract of Elevator Maintenance

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 2145/2017/1823

M/s Schindler India Pvt.Ltd.
PP Trade Center, Plot No.1, 3rd Floor
Wazirpur Distt Centre, Netaji Subhash Place
Delhi -110034

09/12/2017

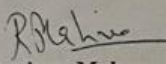
Dear Sir /Madam,


This is in reference to your letter contract No. 131323656 dated 25/09/2017 regarding Elevator /Escalator contract.

I am to inform you that annual maintenance contract for maintenance of elevator /escalator has been awarded to you for the period of one year w.e.f. November 28, 2017 to November 27, 2018.

Thanking you,

Your s faithfully,


Dr Ranjana Mahna
Director (Officiating)


26/12/17
Ranveer Kumar



Annual Maintenance Contract of Elevator Maintenance



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. 1.H.E./2019-20/Admin/1603

M/s Schindler India Pvt.Ltd.
PP Trade Center, Plot No.1, 3rd Floor
Wazirpur Distt Centre, Netaji Subhash Place
Delhi -110034

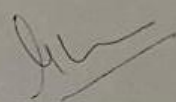
25/11/2019

Dear Sir /Madam,

This is in reference to your letter contract No. 0135350415 dated 18/10/2019 regarding Elevator /Escalator contract.

I am to inform you that annual maintenance contract for maintenance of elevator /escalator has been awarded to you for the period of one year w.e.f. November 28, 2019 to November 27, 2020.

Thanking you,
Yours Sincerely



Dr (Mrs.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हाउज़ खाज़ एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com




Annual Maintenance Contract of Elevator Maintenance

072



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2020-21/Admin/603

M/s Schindler India Pvt.Ltd.
PP Trade Center, Plot No.1, 3rd Floor
Wazirpur Distt Centre, Netaji Subhash Place
Delhi -110034


11/12/2019

Dear Sir /Madam,

This is in reference to your letter contract No. 0135611067 dated 23/11/2020 regarding Elevator /Escalator contract.

I am to inform you that annual maintenance contract for maintenance of elevator /escalator has been awarded to you for the period of one year w.e.f. November 28, 2020 to November 27, 2021.

Thanking you,
Yours Sincerely


Dr (Mrs.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



Annual Maintenance Contract of Elevator Maintenance



072
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2021-22/Admin/821

M/s Schindler India Pvt.Ltd.
PP Trade Center, Plot No.1, 3rd Floor
Wazirpur Distt Centre, Netaji Subhash Place
Delhi -110034

13/12/2021
Tg

Dear Sir /Madam,

This is in reference to your letter contract No. 0135855165 email dated 16/11/2021 regarding Elevator /Escalator contract.

I am to inform you that annual maintenance contract for maintenance of elevator /escalator has been awarded to you for the period of one year w.e.f. November 28, 2021 to November 27, 2022, an amount of Rs. 2,65,579/- (GST inclusive) per year.

Thanking you,
Yours Sincerely,

Prof. (Dr.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-47701166, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



MAINTENANCE OF EPBAX SYSTEM

Annual Maintenance Contract of EPBAX System

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउस खास एन्क्लेव,

नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ih@ gmail.com

INSTITUTE OF HOME ECONOMICS

(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,

NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ih@ gmail.com

Ref. No. 1111/2016/4193

September 20, 2016

M/s Mas Electronics & Communications

889/8, SF-7, Nipun Appartment

Mehrauli, New Delhi 110030

Dear Sir/Madam,

This is with reference to your quotation dated 22/03/2016 regarding Annual Maintenance Contract (AMC). EPABX System (Telephone Intercom Machine) Installed at Administration Deptt. I am to inform you that AMC For 01.No. EPBAX (Telephone Intercom Machine) has been awarded to you W.e.f 20/09/2016 for a period of one year. You have to submit a security deposit of Rs. 3000/-. Also submit a cancelled cheque of the account to which the AMC cost is to be transferred.

Thanking You,

Yours faithfully,

R. Mahna

Dr Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of EPBAX System

<p>ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) फ.4, हाउज खास एन्क्लेव नई दिल्ली-110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ई.मेल: principal.ihe@gmail.com</p>	<p>9/c NAAC GRADE 'A' ACCREDITED FIST-DST AWARDEE</p>	<p>134 INSTITUTE OF HOME ECONOMICS (University of delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. 1HE/2017/1432.....

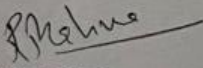
M/s Mas Electronics & Communications
889/8, Sf- 7, Nipun Apartment
Meharauli, New Delhi – 110030


19/09/2017

Dear Sir / Madam,

This is with reference to your letter dated 6th September 2017 regarding annual maintenance contract (AMC) of Panasonic EPBAX system (Telephone Intercom Machine) Installed at Administration deptt. I am to inform you that AMC for 01.No. Panasonic model No. KX-TDA100DBA (Telephone Intercom Machine) has been awarded to you w. e. f. 20/09/2017 for a period of one year, at the same rate as Rs.25,500/- for an year. Your security deposit will be retained by the Institute during this AMC period.

Thanking you,
Yours faithfully


Dr Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of EPBAX System



07C
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2021-22/Admin/216

M/s, Teen Tele Communication Private Limited
14, South Ganesh Nagar, Laxmi Nagar,
Delhi -110092

15/07/2021

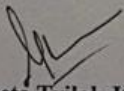
Sub: Contract for providing (AMC) Annual maintenance service of EPABX system at our Institute.

Sir/Madam,

Please refer to your quotation in response to our GeM Bid No: GEM/2021/B/1246053, Contract No: GEMC-511687739313001 on subject cited above. The undersigned is directed to convey the approval of the competent authority for awarding the contract for providing Annual maintenance service of EPABX system at our Institute premises w.e.f. 02/08/2021 to 02/09/2022.

If the same is acceptable, you may submit a written acceptance to this effect.

Thanking you,
Yours sincerely


Prof. (Dr.) Geeta Trilok-Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खास एन्क्लेव, नई दिल्ली-110016
Phone / फ़ोन : 011-41702166 Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



MAINTENANCE OF FIRE EXTINGUISHERS

Annual Maintenance Contract of Fire Extinguishers

INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)

Ref. IHE/ 9018-23/Adm/1903. Tel. 4622062

WORK/SUPPLY ORDER

Date 27/01/2020
Date of Delivery 3/02/2020

Eagle Enterprises (Regd.)
9026, East Park Road, GGSB,
Karnal Bagh, New Delhi-110055

Dear Sir,

With reference to your quotation letter No. 11/12/2019 submitted in response to this enquiry
Quotation No. IHE/2019-20/Adm/597 dated 25/11/19, you are requested
to kindly supply the undermentioned rates items on the rates
mentioned against each item and deliver the same to the
Admin Department latest by 3/02/2020
after which the order may be treated as cancelled.

Sl. No.	PARTICULARS	QUANTITY	RATE	TOTAL AMOUNT
1.	Rebelling of 'ABC' (Multipurpose- MAP-90) dry powder type stored pressure fire extinguisher (6kg, 5kg, 4kg).	45	345/-	15,525/-
2.	Carbon-Dioxide (CO ₂) type gas- based fire extinguisher (4.5kg) (including all charges)	10	210/-	2,100/-
Total				17,625/-

10/1/20 Dr. Geeta Tyilok-Kumar

Dr. Geeta Tyilok-Kumar
Director
Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave
New Delhi-110016



Annual Maintenance Contract of Fire Extinguishers

INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)

JHE/2020-21/Admin/827

Tel. 6622663

Work / SUPPLY ORDER

Date 09/02/2021
Date of Delivery 12/02/2021

Eagle Enterprises (Regd)
9026, East Park Road, Opp SBI,
Kand Bagh, New Delhi-110005

Reference to your quotation letter No. 28/01/2021 submitted in response to this enquiry No. 28/01/2021 dated 28/01/2021 you are requested to supply the undermentioned rates items on the rates mentioned against each item and deliver the same to the Admin Department latest by 12/02/2021 after which the order may be treated as cancelled.

PARTICULARS	QUANTITY	RATE	TOTAL AMOUNT
1. Re-billing of 'ABC' (Multipurpose MAP-90) dry powder type stored pressure fire Extinguishers (6kg, 5kg, 4kg)	45	345/-	15,525/-
2. Carbon-Di-oxide (CO ₂) type gas based fire Extinguishers (4.5kg)	10	210/-	2,100/-
(including all charges)		Total	17,625/-
(including Hydraulic Pressure)			

Dr. G. S. Kumar
Ins.



MAINTENANCE OF IT FACILITIES

Annual Maintenance Contract of IT Facilities

इन्स्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास इनक्लेव
नई दिल्ली-110016
फोन : 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

20/0
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 11E/2015/1530

Date: 08/05/2015

M/s Shailey IT Solution
J-1/13, Shop No. 10 & 11
Gupta Colony, Khirki Extension
Malviya Nagar, New Delhi-110017

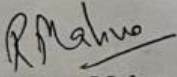
Dear Sir,

This is in reference to your Quotation No. SITS/AMC/15-16/1021 dated 10/04/2015 regarding Annual Maintenance Contract

I am to inform you that Annual Maintenance Contract (Non-comprehensive) for the following computer items has been awarded to you for the period of one year w.e.f. 08/05/2015 to 07/05/2016.

1. Annual Maintenance Contract for 148 Desktop Computers
2. Annual Maintenance Contract for 34 Printers
3. Annual Maintenance Contract for 55 UPS-600VA

Thanking you,
Yours faithfully,


Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of IT Facilities

82/c

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com
10/05/2016

हाउस ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

Ref. No. 14E/2016/3561

M/s Shailey I.T.Solution,
J-1/13, Shop No.10&11,
Gupta Colony, Khirki Village,
Malviya Nagar,,New delhi-110017.

Dear Sir,

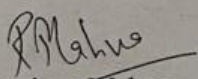
This is reference to your letter No.SITS/AMC/16-17/126 dated 03/05/2016 regarding Annual Maintenance Contract.


I am to inform you that Annual Maintenance Contract (Non-comprehensive) for the following computer items has been extended for the period of one year .w.e.f 08/05/2016 to 07/05/2017, on same terms and conditions as earlier:-

1. Annual Maintenance Contract or 148 Desktop Computers
2. Annual Maintenance Contract for 34 Printers.
3. Annual Maintenance for 55 UPS-600VA

Thanking you,

Yours faithfully


Dr.Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of IT Facilities

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ.4. हाउस खास एन्क्लेव

नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई.मेल: principal.ihe@gmail.com

11/05/2017/664

Ref. No. M/s Shailey I.T.Solution,
11/13; Shop No:10&11,
Gupta Colony, Khirki Village,
Malviya Nagar,,New delhi-110017.

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

123/c
INSTITUTE OF HOME ECONOMICS

(University of delhi)

F-4, HAUZ KHAS ENCLAVE

NEW DELHI-110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

04/05/2017

Dear Sir,

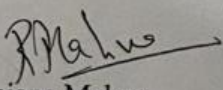
This is reference to your letter No.SITS/AMC/17-18/0237 dated 01/05/2017 regarding Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract (Non-comprehensive) for the following computer items has been extended for the period of one year .w.e.f 08/05/2017 to 07/05/2018, on same terms and conditions as earlier:-

1. Annual Maintenance Contract or 148 Desktop Computers
2. Annual Maintenance Contract for 34 Printers.
3. Annual Maintenance for 55 UPS-600VA

Thanking you,

Yours faithfully


Dr.Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of IT Facilities

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

0/C
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FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

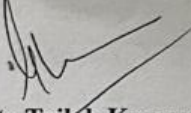
Ref. No. I.H.E./2018/1629

Award of Contract

19/11/2018


This is to inform you that RNK Sun Systems Pvt. Ltd. have been awarded contract for Comprehensive Annual Maintenance Contract for computers, computer accessories and network in the Institute w.e.f. 19/11/2018 for a period of one year.

The terms and conditions will be as mentioned in the tender document (Tender ID: 2018_DU_379868_1).



Dr. Geeta Trilok Kumar
Director



Annual Maintenance Contract of IT Facilities



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. ME/2019-20/AMC/1615

RNK Sun Systems Pvt. Ltd.
C-20A, Sanwal Nagar,
Near Sadiq Nagar,
New Delhi-110049

25/11/2019

Dear Sir/Madam,

This is with reference to your letter No.RNK/AMC-0011/19-20 dated 13th September, 2019 regarding renewal Comprehensive Annual Maintenance Contract.

I am to inform you that annual maintenance contract for the following items has been awarded to you for the period of one year w.e.f. 19/11/2019.



The terms and conditions are as enclosed, (inclusive GST) on the rates individually listed below, totaling to Rs. 2, 72,100/- (Inclusive GST).

Sl.No.	Specification of Item	Qty	Rate per unit (inclusive all taxes)
1	Server- ACER AR380F1 Intel@Xeon@CPU 300GBX3HDD 64 Bit Windows 2008 R2	01	10000
2	Server- ACER AR380F1 Intel@Xeon@CPU 500GBX3HDD 64 Bit Windows 2008 R2	01	10000
3	Server HP Proliant ML 330 G6 Intel@Xeon@CPU 12GB RAM	01	10000
Total Servers		03	
4	HP Computers	51	40000
5	Dell	07	5600
6	Lenovo	07	5600
7	Apple Desktop	01	3000
8	Acer Veriton Series AMD Phenom™ IIX4 810, 2.60 GHz	80	48000

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खाज एन्क्लेव, नई दिल्ली-110016
Phone / फोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



Annual Maintenance Contract of IT Facilities


INSTITUTE OF HOME ECONOMICS
 (University of Delhi)
 इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
 (दिल्ली विश्वविद्यालय)
 

NAAC GRADE 'A' ACCREDITED

Ref. No. 1116/2020-21/Admn/C-File/886

RNK Sun Systems Pvt. Ltd.
 C-20A, Sanwal Nagar,
 Near Sadiq Nagar,
 New Delhi-110049

24/02/2021

Dear Sir/Madam,

This is with reference to your letter No.RNK/AMC-039/20-21 dated February 16, 2021 regarding renewal Comprehensive Annual Maintenance Contract.

I am to inform you that annual maintenance contract for the following items has been awarded to you for the period of one year w.e.f. 24.02.2021. To sign with you an agreement on a non-judicial stamp paper of Rs.100/-. Other term and conditions will be same as per the initial agreement.

The terms and conditions are as enclosed, (inclusive GST) on the rates individually listed below, totaling to Rs. 2, 72,100/-. (Inclusive GST) per annum, which will be paid dividing into quarterly basis at the end of each quarter.

SL.No.	Specification of Item	Qty	Rate per unit (inclusive all taxes)
1	Server- ACER AR380F1 Intel@Xeon@CPU 300GBX3HDD 64 Bit Windows 2008 R2	01	10000
2	Server- ACER AR380F1 Intel@Xeon@CPU 500GBX3HDD 64 Bit Windows 2008 R2	01	10000
3	Server HP Proliant ML 330 G6 Intel@Xeon@CPU 12GB RAM	01	10000
Total Servers		03	
4	HP Computers	51	40000
5	Dell	07	5600
6	Lenovo	07	5600

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हाउज़ खास एन्क्लेव, नई दिल्ली-110016

Phone / फ़ोन : 011-47702166 Director's Office : 011-46018108

Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



MAINTENANCE OF WATER PURIFIERS

Annual Maintenance Contract of Water Purifiers

0/L

इन्स्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास इनक्लेव
नई दिल्ली-110016
फोन : 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

(11)

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2015/1553

Date: 12/05/2015

M/s Puricom Water Pvt. Ltd.
H-17 & 18, 3rd Floor, Office No. 315
Main Vikas Marg, Laxmi Nagar
Delhi-95

Dear Sir/Madam,

This is in reference to your Quotation dated 06/05/2015 regarding Annual Maintenance Contract

I am to inform you that Annual Maintenance Contract for the following items has been awarded to you for the period of one year w.e.f. 12/05/2015 to 11/05/2016.

1. Reverse Osmosis (R.O.): 01 No.
2. Aquaguard: 04 Nos.

Thanking you,
Yours faithfully,

R Mahna
Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Water Purifiers

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)

एफ-4, हाउज खास एन्क्लेव,

नई दिल्ली-110016

फोन: 26532402, 46018108

टेलीफैक्स: 26510616

ई-मेल: principal.ihe@gmail.com

INSTITUTE OF HOME ECONOMICS

(University of Delhi)

F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016

Phone : 26532402, 46018108

Telefax : 26510616

E-mail: principal.ihe@gmail.com

Ref. No. 14E/2016/3548

May 11, 2016

M/s Complete Water Solution
RZ-809A/21 Tughlakabad Extension
New Delhi 110019

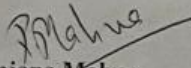
Dear Sir/Madam,

This is with reference to your Quotation dated May 10, 2016 regarding Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract for the following items has been awarded to you for the period of one year w.e.f. 12/05/2016 to 11/05/2017.

1. Reverse Osmosis (R.O.): 01 No.
2. Aquaguard: 04 Nos.

Thanking you,
Yours faithfully,


Dr Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Water Purifiers

<p>इंस्टीट्यूट ऑफ होम इकोनॉमिक्स (दिल्ली विश्वविद्यालय) एफ.4, हाउज खास एन्क्लेव नई दिल्ली-110016 फोन: 26532402, 46018108 टेलीफैक्स: 26510616 ई मेल: principal.ihe@gmail.com</p>	<p>07C</p> <p>NAAC GRADE 'A' ACCREDITED</p> <p>FIST-DST AWARDEE</p>	<p>50</p> <p>INSTITUTE OF HOME ECONOMICS (University of delhi) F-4, HAUZ KHAS ENCLAVE NEW DELHI-110016 Phone : 26532402, 46018108 Telefax : 26510616 E-mail: principal.ihe@gmail.com</p>
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Ref. No. IHE/2017/679

M/s Complete Water Solution
RZ-809 A/21 Tughlakabad Extension
New Delhi 110019

May 09, 2017

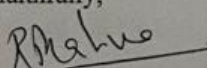
Dear Sir/Madam,


This is with reference to your Quotation No.1004 dated 03/05/2017 regarding Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract for the following items has been awarded to you for the period of one year w.e.f. 12/05/2017 to 11/05/2018

1. Reverse Osmosis (R.O.): 01 No.
2. Aqaguard: 08 Nos

Thanking you,
Yours faithfully,


Dr. Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Water Purifiers

072
इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउज खास एन्क्लेव
नई दिल्ली - 110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

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INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

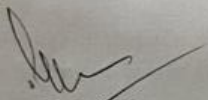
Ref. No. 144F/2013/1684

Award of Contract

26/11/2018

This is to inform you that Ashoka Entreprises have been awarded contract for Comprehensive Annual Maintenance Contract for R.O. in the Institute w.e.f. 26/11/2018 for a period of one year.

The terms and conditions will be as mentioned in the tender document (Tender ID: 2018_DU_389295_1).


Dr. Geeta Trilok Kumar
Director



Annual Maintenance Contract of Water Purifiers



INSTITUTE OF HOME ECONOMICS

(University of Delhi)

इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No.

14E/2019-20/Adm/863

M/s, Ashoka Enterprises

H.no.-96/2 3rd Floor, Street No.-8,
Wazirabad, Burari, Delhi-110084.

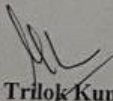
29/07/2019

Sub: - Terminated of Contract.

Dear Sir/Madam,

I am inform you that annual maintenance contract for the following items has been terminated with immediate effect.

1. R.O.: 19 Nos.
2. Aquagrard: 08 Nos.


Dr. Geeta Trilok Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज़ खाज एन्क्लेव, नई दिल्ली-110016

Phone / फोन : 011-26532402, Director's Office : 011-46018108


Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



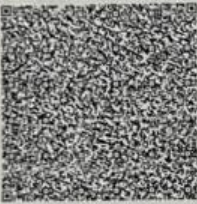
MAINTENANCE OF BIOMETRIC OR FINGERPRINTING MACHINE

Annual Maintenance Contract of Biometric of Finger Printing Machine


INDIA NON JUDICIAL
Government of National Capital Territory of Delhi
e-Stamp



सत्यमेव जयते


Certificate No.	: IN-DL000875988526580
Certificate Issued Date	: 05-Jan-2016 11:44 AM
Account Reference	: IMPACC (IV)/ dl931803/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL931803984875253037890
Purchased by	: GROMAX TECHNOLOGIES PVT LTD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: Institute of Home Economics University of Delhi
Second Party	: GROMAX TECHNOLOGIES PVT LTD
Stamp Duty Paid By	: GROMAX TECHNOLOGIES PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)

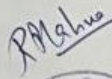



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Annual Maintenance Contract of Biometric of Finger Printing Machine

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास एन्क्लेव,
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई-मेल: principal.ihe@gmail.com

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INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2017/12

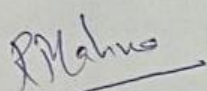
02.01.2017

M/S Gromax Technologies Pvt. Ltd.
S-548, II Floor, School Block Part II
Shakarpur, Delhi-110092

Dear Sir/Madam,

This is with reference to your letter dated December 13, 2016, regarding Biometric/Fingerprinting Machine Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract for maintenance of biometric/fingerprinting machine has been awarded to you for the period of one year w.e.f. January 01 to December 31, 2017. You may also submit a renewed Bank Guarantee in this effect.


Dr Ranjana Mahna
Director (Officiating)



Annual Maintenance Contract of Biometric of Finger Printing Machine

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउस खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

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(University of delhi)
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NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. 1HE/2018/64
M/s Gromax Technologies Pvt. Ltd.
S- 548, II Floor, School Block Part II
Shakarpur, Delhi-110092

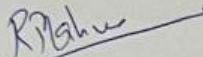
04.01.2018

Dear sir/ Madam,

This is with reference to your letter dated December 19, 2017, regarding Biometric /Fingerprinting Machine Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract for maintenance of Biometric/fingerprinting machine has been awarded to you for the period of one year w.e.f January 01 to December 31, 2018 you may also submit as renewed Bank Guarantee in this effect.


Thanking you,
Yours faithfully,


Dr Ranjana Mahna
Director (Officiating)




Annual Maintenance Contract of Biometric of Finger Printing Machine

o/c



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. THE/2019-20/Admin/1870

M/s Gromax Technologies Pvt. Ltd.
S- 548, II Floor, School Block Part II
Shakarpur, Delhi-110092


20/01/2020

Dear sir/ Madam,

This is with reference to your letter dated December 18, 2019, regarding Biometric /Fingerprinting Machine Annual Maintenance Contract.

I am to inform you that Annual Maintenance Contract for maintenance of Biometric/fingerprinting machine has been awarded to you for the period of one year w.e.f January 01 to December 31, 2020 you may also submit as renewed Bank Guarantee in this effect amount of Rs.3,000/-.

Thanking you,
Yours faithfully,


Dr. Geeta Trilok Kumar
Director

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110016 / एफ-4, हौज खाज एन्क्लेव, नई दिल्ली-110016
Phone / फोन : 011-26532402, Director's Office : 011-46018108
Email / ई मेल : principal@ihe.du.ac.in Website / वेबसाइट : www.ihe-du.com



MAINTENANCE OF AIR CONDITIONERS

Annual Maintenance Contract of Air Conditioners

shooting and rectification,

16

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI- 110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. ME/2016/3806

M/S Cool Palace
1652-A/15, Govind Puri,
Kalkaji,
New Delhi

01.07.2016

Dear Sir,

This is with reference to your letter No 26 dated 29.06.2016, regarding AMC of 16 air conditioners (2 window A.C. and 14 Split A.C.). I am to inform you that AMC for 16 air conditioners has been awarded to you w.e.f. 1st July, 2016 for a period of one year.

Thanking you,

Yours faithfully,
Dr (Mrs) R. Mahira
Director (Offg)

INSTITUTE OF HOME ECONOMICS
UNIVERSITY OF DELHI

Annual Maintenance Contract of Air Conditioners

इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ.4, हाउस खास एन्क्लेव
नई दिल्ली-110016
फोन: 26532402, 46018108
टेलीफैक्स: 26510616
ई.मेल: principal.ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

(101)
INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail: principal.ihe@gmail.com

Ref. No. IHE/2017/1219.....

04/08/2017

M/S, S.R. Electricals & Electronics
S-109/102, Prajapati Basti
Mohammad Pur
New Delhi -110066

Dear Sir,

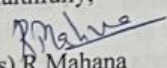
This is with reference to your letter dated 15.07.2017; regarding comprehensive AMC of 25 air conditioners as follow

Sl. No.	Details	Department /Room No.	Quantity
1.	1.5 ton split	Director's Room	1
2.	1.5 ton window	Administration	1
3.	1.5 ton split	S.P.A Room	1
4.	1.5 ton window	Accounts	2
5.	2 ton split	Accounts	2
6.	2 ton split	Staff Room No.(119)	2
7.	1.5 ton window	Medical Room No.(102)	1
8.	1.5 ton window	Server Room	1
9.	1.5 ton split	Server Room	1
10.	2 ton split	Library	2
11.	2 ton split	Computer lab. Room No.(318)	6
12.	2 ton split	Computer lab. Room No.(321)	1
13.	1.5 ton window	Computer lab. Room No.(322)	1
14.	1.5 ton window	Physical Edu.(Basement ,Block-B)	1
15.	2 ton split	Physical Edu.(Basement ,Block-B)	2
Total			25

I am to inform you that comprehensive AMC for 25 air conditioner has been awarded to you w.e.f. August 7, 2017 for a period of one year for an amount of Rs. 48,150/- (18% GST extra), in the term & conditions attached.

Thanking you.

Yours faithfully,


Dr (Mrs) R. Mahana
Director (Offtg)



Annual Maintenance Contract of Air Conditioners



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2019-20/Admin/A.C. Room/41

09/04/2019

M/s, Unique Air Conditioning
58/17, Ashok Nagar, Jail Road,
Near Tilak Nagar,
New Delhi -110018.

Dear Sir/Madam,

This is with reference to your letter dated 26/03/2019; regarding Comprehensive AMC of 30 Nos. air conditioners as follow.

Sl. No.	Details	Department /Room No.	Quantity
1.	2 ton split	Director's Room	1
2.	1.5 ton window	Administration	1
3.	1.5 ton split	S.P.A Room	1
4.	1.5 ton window	Accounts	2
5.	2 ton split	Accounts	2
6.	2 ton split	Staff Room No.(119)	2
7.	1.5 ton window	Medical Room No.(102)	1
8.	1.5 ton window	Server Room	1
9.	1.5 ton split	Server Room	1
10.	2 ton split	Library	2
11.	2 ton split	Computer lab. Room No.(318)	6
12.	2 ton split	Computer lab. Room No.(321)	1
13.	1.5 ton window	Computer lab. Room No.(322)	1
14.	1.5 ton window	Physical Edu.(Basement ,Block-B)	1
15.	2 ton split	Physical Edu.(Basement ,Block-B)	2
16.	2 ton split	Conference Room No.1003 (Block -A)	2
17.	2 ton split	Room No. 13 (IQAC/NAAC)	1
18.	2 ton split	Administration	2
Total			30

I am to inform you that Comprehensive AMC for 30 Nos. air conditioner has been awarded to you w.e.f. April 11, 2019, for a period of one year for an amount of Rs. 59,118/- (18% GST included).

To follow the term & conditions of the tender Ref No. IHE/2019-20/Admin/2203.

Thanking you.
Yours faithfully,

Dr.Geeta Trilok Kumar
Director



Annual Maintenance Contract of Air Conditioners



INSTITUTE OF HOME ECONOMICS
(University of Delhi)

इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. I.H.E./2020-21/Admin/112

10.07.2020

M/S Unique Air Conditioning,
58/17, Ashok Nagar, Jail Road,
Near Tilak Nagar,
New Delhi-110018

Dear Sir/Madam,

This is with reference to our earlier letter No.IHE/2019-20/Admn/AC AMC/41 dated 9th April, 2019 and your email dated 9th May, 2020, for further extension of your service in reference to our email to you dated 11.05.2020, In this connection, I am to inform you that Comprehensive AMC for 30 Nos. Air Conditioner has been awarded to you w.e.f. 11th April, 2020 for a period of one year for an amount of Rs.59,118/- (18% GST included).

Thanking you,

Yours faithfully,


Dr (Mrs) Geeta Trilok Kumar
Director

C C: Accounts Deptt.




Annual Maintenance Contract of Air Conditioners

07C



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No. IHE/2020-21/Admin/991

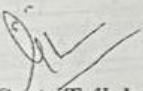
M/s, Unique Air Conditioning
58/17, Ashok Nagar, Jail Road,
Near Tilak Nagar,
New Delhi -110018.

23/03/2021

Dear Sir/Madam,

This is with reference to our earlier letter No. IHE/2020/21/Admin/112 dated 10/07/2020, and your email dated 15/03/2021, for further extension of your service. In this connection, I am to inform you that Comprehensive AMC for 30 Nos. Air conditioner has been awarded to you w.e.f. April 11, 2021, for a period of one year for an amount of Rs. 59,118/- (18% GST included).

Thanking you.
Yours faithfully,



Prof. (Dr.) Geeta Trilok-Kumar
Director

C.C: Accounts Department.



INSURANCE POLICIES FOR MAINTENANCE

Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Wholly owned by the Govt. of India)

STANDARD FIRE & SPECIAL PERILS POLICY

1. Insured's Details :

Insured Name	: INSTITUTE OF HOME ECO.
Customer ID	: 7F3658446
Address	: F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist : DELHI, Delhi DELHI, 110016
Phone No.	:
E-mail Id/Fax	: /
PAN No.	:

2. Issuing Office Details :

Office Name	: CDU-311900 (311900)
Office Code	: 311900
Address	: CDU-311900, GREEN HOUSE 3388, D.B. GUPTA ROAD KAROL BAGH, 110005 DELHI, 110005
Phone No.	: 28726921
E-mail Id/Fax	: nia.311900@newindia.co.in /
S.Tax Regn. No.	: AACN4165CST178

3. Policy Details :

Policy Number	: 31190011160100000122
Period of Insurance	: From: 16/08/2016 04:22:21 PM To: 15/08/2017 11:59:59 PM
Date of Proposal	: 16-Aug-16
Prev. Policy no.	:
Client Type	: Non-Corporate
Business Source Code	:
Dev Off level/Broker	: DIRECT BUSINESS (2010673937)
Agent/Bancassurance	: Ms. SANGEETA KHANNA (NIA2013062144) AGENT SITE: 15820 (2012674902)
Phone No.	: NA / NA
E-mail Id/Fax	: /

4. Collection Particulars :

Premium	: 17050
Service Tax	: 2558
Total (₹)	: 19608
Receipt No. & Date	: 31190081160000001864 - 16/08/16

5. Policy Level Covers :

Description of Property	: As per Location Details
Location Address with Pin Code	: As per Location Details
Risk Description	: As per Location Details
Section No.	: As per Location Details
Risk Code	: As per Location Details
Rate Code	: As per Location Details
SIFI Deletion	: NO
RSMD Deletion	: NO

SOM PRAKASH
Divisional Manager
The New India Assurance Co. Ltd.
Divisional Office: 311900
Green House, 3388, D.B. Gupta Road,
Karol Bagh, New Delhi-110005
Tel.: 28726921, 28726922, Fax: 28725045

Policy No.: 31190011160100000122 Document generated by 23759 at 16/08/2016 16:48:33 Hours
Regd. & Head Office: New India Assurance Bldg., 67 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415
For redressal of your grievance, if any you may approach any one of the following offices: 1. Policy issuing office 2. Regional Office 3. Head office in case you are not satisfied with our own grievance redressal mechanism; you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>
Page No. 1

TR No.: AACN4165CST178

इलीय कार्यालय : 311900
[हाऊस, 3388, डी.बी. गुप्ता रोड, कारोल बाग, नई दिल्ली-110005
फ़ोन : 28722582, 28726921, 28727187, फ़ैक्स : 28725045
ईमेल : nia.311900@newindia.co.in, nia311900@gmail.com

Divisional Office : 311900
Green House, 3388, D.B. Gupta Road, Karol Bagh, New Delhi-110005
Tel. : 28722582, 28726921, 28727187 Fax : 28725045
E-mail : nia.311900@newindia.co.in, nia311900@gmail.com

Policy Schedule for Burglary Insurance

THE NEW INDIA ASSURANCE CO. LTD.
(Wholly owned by the Govt. of India)

190

POLICY SCHEDULE FOR BURGLARY (Single Location) INSURANCE

Insured's Name	: INSTITUTE OF HOME ECO.		
Customer ID	: 7F3658446	Office Code	: CDU-311900 (311900)
Address	: F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist. : DELHI, Delhi DELHI, 110016	Address	: CDU- 311900, GREEN HOUSE 3388, D B GUPTA ROAD KAROL BAGH, 110005
Phone No	:	Phone No	: 28726921
E-mail/Fax	: /	E-mail/Fax	: nia.311900@newindia.co.in /
PAN No	:	S.Tax Regn. No	: AAACN4165CST178

Policy Details			
Policy Number	: 31190046160100000061	Business Source Code	: DIRECT BUSINESS (2D10673937)
Period of Insurance	: From: 16/08/2016 04:36:59 PM To: 15/08/2017 11:59:59 PM	Dev.Off. level/Broker/Corp. Agent	: Ms. SANGEETA KHANNA (NIA2D10662144) AGENT SITE_15820 (2D10674902)
Date of Proposal	: 16-Aug-16	Agent/Bancassurance	: NA / NA
Prev. Policy no.	: 31270246150100000143	Phone No	: /
Client Type	: Non-Corporate	E-mail/Fax	: /

Premium(₹)	Service Tax(₹)	Total(₹)	Total (₹ in words)	Receipt No. & Date
4720	708	5428	RUPEES FIVE THOUSAND FOUR HUNDRED TWENTY-EIGHT ONLY	3119008116000000186 4 - 16/08/16

Location Details : F-4, HAUZ KHAS ENCLAVE, Dist. - DELHI, Delhi - 110016

First Loss Percentage : NA

Details of assets covered under the Policy

Stocks In Trade		Sum Insured
Sl. No.	STOCK DETAILS	
1	NA	0

Goods held in Trust / Commission		Sum Insured
Sl. No.	GOODS HELD DETAILS	
1	NA	0

Furniture / Fixture / Fittings		Sum Insured
Sl. No.	FURNITURE/FIXTURE/FITTINGS DETAILS	
1	FURNITURE FIXTURES AND FITTINGS	670000

Office Equipments		Sum Insured
Sl. No.	OFFICE EQUIPMENT DETAILS	
1	ON PLANT AND MACHINERY, TOOLS AND ACCESSORIES AND OFFICE EQUIPMENTS	3500000
2	LCD PROJECTOR 1g non-	10000
3	PHOTOCOPIER	90000

Coins / Currency notes		Sum Insured
Sl. No.	COINS/CURRENCY/CURIOS DETAILS	
1	NA	0

Description of other item		Sum Insured
Sl. No.	OTHER ITEM DETAILS	
1	NA	0

Policy No. : 31190046160100000061 Document generated by 26286 at 16/08/2016 16:53:44 Hours.
Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001, TOLL FREE No. 1 800 209 1415.
For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.
Page No. 1



Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Wholly owned by the Govt. of India)

STANDARD FIRE & SPECIAL PERILS POLICY

1. Insured's Details :

Insured Name	: INSTITUTE OF HOME ECO.
Customer ID	: 7F3658446
Address	: F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist.: DELHI, Delhi
	: DELHI, 110016
Phone No.	:
E-mail Id/Fax	: /
PAN No.	:
GSTIN/UIN	: NA / NA

2. Issuing Office Details :

Office Name	: CDU-311900 (311900)
Office Code	: 311900
Address	: CDU-311900, GREEN HOUSE 3388, D B GUPTA ROAD KAROL BAGH, 110005 DELHI, 110005
Phone No.	: 28726921
E-mail Id/Fax	: nia.311900@newindia.co.in /
S.Tax Regn. No.	: AAACN4165CST178
GSTIN	: 07AAACN4165C12T
SAC	: General Insurance

3. Policy Details :

Policy Number	: 31190011170100000188
Period of Insurance	: From: 24/08/2017 05:00:00 PM To: 23/08/2018 11:59:59 PM
Date of Proposal	: 24-Aug-17
Prev. Policy no.	: 31190011160100000122
Client Type	: Non-Corporate
Business Source Code	:
Dev. Off level./Broker	: DIRECT BUSINESS - (2D10673937)
Agent/Bancassurance	: Ms. SANGEETA KHANNA (NIA2D10662144) AGENT SITE 15820 (2D10674902)
Phone No.	: 9810077540 / NA
E-mail Id/Fax	: drsanjeevkhanna57@gmail.com, / / /

4. Collection Particulars :

Premium	: 17052
GST	: 3068
Total (₹)	: 20120
Receipt No. & Date	: 31190081170000002320 - 31/08/17

5. Policy Level Covers :

Description of Property	: As per Location Details
Location Address with Pin Code	: As per Location Details
Risk Description	: As per Location Details
Section No.	: As per Location Details
Risk Code	: As per Location Details

SOM PRAKASH
Sr. Divisional Manager
3388, D. B. Gupta Road
Karol Bagh, New Delhi-05
Mobile No.-9811119089

Policy No.: 31190011170100000188 Document generated by 18746 at 31/08/2017 15:21:35 Hours.
Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
For information, you may also approach Insurance Ombudsman, visit our website
Divisional Office: 311900
Green House, 3388, D.B. Gupta Road, Karol Bagh, New Delhi-110005
Tel.: 28722582, 28726921, 28727187 Fax: 28725045
E-mail: nia.311900@newindia.co.in, nia311900@gmail.com

Page 1 of 5

Policy Schedule for Burglary Insurance

THE NEW INDIA ASSURANCE CO. LTD.
(Wholly owned by the Govt. of India)

POLICY SCHEDULE FOR BURGLARY (Single Location) INSURANCE

Insured's Name	INSTITUTE OF HOME ECO		
Customer ID	7F3658446		Issuing Office Details
Address	F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist. : DELHI, Delhi DELHI, 110016		Office Code : CDU-311900 (311900) Address : CDU- 311900, GREEN HOUSE 3388, D B GUPTA ROAD KAROL BAGH, 110005
Phone No			Phone No : 28726921
E-mail/Fax	/		E-mail/Fax : nia.311900@newindia.co.in /
PAN No			S.Tax Regn. No : AAACN4165CST178
GSTIN/UIN	NA / NA		GSTIN : 07AAACN4165C1ZT
			SAC : General Insurance

Policy Details			
Policy Number	31190046170100000100		
Period of Insurance	From: 24/08/2017 05:00:00 PM To: 23/08/2018 11:59:59 PM		
Date of Proposal	24-Aug-17		
Prev. Policy no.	31190046160100000063		
Client Type	Non-Corporate		
Business Source Code	DIRECT BUSINESS - (2D10673937)		
Dev.Off. level/Broker/Corp. Agent			
Agent/Bancassurance	Ms. SANGEETA KHANNA (NIA2D10662144) AGENT SITE 15820 (2D10674902)		
Phone No	9810077540 / NA		
E-mail/Fax	drsangeetakhanna57@gmail.com, / / /		

Premium(₹)	GST(₹)	Total(₹)	Total (₹ in words)	Receipt No. & Date
4861	874	5735	RUPEES FIVE THOUSAND SEVEN HUNDRED THIRTY FIVE ONLY	3119008117000000232 0 - 31/08/17

Location Details : F-4, HAUZ KHAS ENCLAVE, Dist. : DELHI, Delhi - 110016

First Loss Percentage : NA

Details of assets covered under the Policy

Stocks In Trade		
Sl. No.	STOCK DETAILS	Sum Insured
1	NA	0

Goods held in Trust / Commission		
Sl. No.	GOODS HELD DETAILS	Sum Insured
1	NA	0

Furniture / Fixture / Fittings		
Sl. No.	FURNITURE/FIXTURE/FITTINGS DETAILS	Sum Insured
1	FURNITURE, FIXTURES & FITTINGS	200000

Office Equipments		
Sl. No.	OFFICE EQUIPMENT DETAILS	Sum Insured
1	PLANT AND MACHINERY, TOOLS AND ACCESSORIES AND OFFICE EQUIPMENTS	300000

Coins / Currency notes		
Sl. No.	COINS/CURRENCY/CURIOS DETAILS	Sum Insured
1	NA	0

Description of other item		
Sl. No.	OTHER ITEM DETAILS	Sum Insured
1	LIBRARY BOOKS	4000000

Add on Covers	Sum Insured (₹)

Validity unknown

Policy No. : 31190046170100000100 Document generated by 18746 at 31/08/2017 15:29:15 Hours.


Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.


Divisional Office: 311900
Green House, 3388, D.B. Gupta Road, Karol Bagh, New Delhi-110005
Tel. : 28722582, 28726921, 28727187 Fax : 28725045
E-mail : nia.311900@newindia.co.in, nia311900@gmail.com

Page 1 of 2

Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)





STANDARD FIRE & SPECIAL PERILS POLICY

1. Insured's Details : *Renewal Notice*

Insured Name	:	INSTITUTE OF HOME ECO
Customer ID	:	7F3658446
Address	:	F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist : DELHI, Delhi
Phone No.	:	NEW DELHI, DELHI, 110016
E-mail Id/Fax	:	
PAN No.	:	/
GSTIN/UIN.	:	NA / NA

2. Issuing Office Details :

Office Name	:	CDU-311900 (311900)
Office Code	:	311900
Address	:	CDU- 311900, 24-26, GROUND FLOOR, N.B.C.C. CENTER, OKHLA PHASE 1
Phone No.	:	110020
E-mail Id/Fax	:	DELHI, 110020
S Tax Regn. No.	:	26817921
GSTIN	:	nia.311900@newindia.co.in /
SAC	:	AAACN4165CST178
	:	07AAACN4165C1Z1
	:	997139 (Other non-life insurance services excl RI)

3. Policy Details :

Policy Number	:	31190011180100000191
Period of Insurance	:	From: 24/08/2018 12:00:01 AM To: 23/08/2019 11:59:59 PM
Date of Proposal	:	24-Aug-18
Prev. Policy no.	:	31190011170100000188
Client Type	:	Non-Corporate
Business Source Code	:	
Dev. Off level./Broker	:	DIRECT BUSINESS - (2D10673937)
Agent/Bancassurance/SPECIFIED PERSON	:	Ms. SANGEETA KHANNA (NIA2D10662144) AGENT SITE 15820 (2D10674902)
Phone No.	:	9810077540 / NA
E-mail Id/Fax	:	drsangeetakhanna57@gmail.com, / / /

4. Collection Particulars :

Premium	:	17052
GST	:	3068
Total (₹)	:	20120
Receipt No. & Date	:	311900081180000002103 - 17/08/18

5. Policy Level Covers :

Description of Property	:	As per Block Details
Location Address with Pin Code	:	As per Block Details
Risk Description	:	As per Block Details
Risk Code	:	As per Block Details
STFI Deletion	:	NO

Handwritten notes and stamps:
PD Pay 20/2018
PD Pay 20/2019
24/08/2019
Stamp: The New India Assurance Co. Ltd. CCU-311900, Shop No. 34/3, Ground Floor, N.B.C.C. Center, Near Crown Plaza Hotel, Okhla Phase-I, New Delhi-110020

Validated and signed by Sir P. K. Singh, Director, New India Assurance Co. Ltd. on 24/08/18.

Policy No. : 31190011180100000191 Document generated by 27271 at 17/08/2018 14:53:46 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



Policy Schedule for Burglary Insurance

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)

Renewal Notice

POLICY SCHEDULE FOR BURGLARY (Single Location) INSURANCE

Insured's Name	INSTITUTE OF HOME ECO.		
Customer ID	7F3658446		
Address	F-4, HAUZ KHAS ENCLAVE, NEW DELHI Dist. : DELHI, Delhi		
Phone No	NEW DELHI, DELHI, 110016		
E-mail/Fax	/		
PAN No	/		
GSTIN/UIN	NA / NA		

Office Code	CDU-311900 (311900)		
Address	CDU- 311900, 24-28, GROUND FLOOR, N.B.C.C. CENTER, OKHLA PHASE 1, 110020		
Phone No	26817921		
E-mail/Fax	nia.311900@newindia.co.in /		
S.Tax Regn. No	AAACN4165CST178		
GSTIN	07AAACN4165C1ZT		
SAC	997139 (Other non-life insurance services excl RI)		

Policy Number	3119004618010000094		
Period of Insurance	From: 24/08/2018 12:00:01 AM To: 23/08/2019 11:59:59 PM		
Date of Proposal	24-Aug-18		
Prev. Policy no.	3119004617010000098		
Client Type	Non-Corporate		

Premium(₹)	GST(₹)	Total(₹)	Total (₹ in words)	Receipt No. & Date
11534	2076	13610	RUPEES THIRTEEN THOUSAND SIX HUNDRED TEN ONLY	3119008118000000210 3 - 17/08/18

Location Details : F-4, HAUZ KHAS ENCLAVE, Dist. : DELHI, Delhi - 110016

First Loss Percentage : NA

Details of assets covered under the Policy

Sl. No.	STOCK DETAILS	Sum Insured
1	NA	0

Sl. No.	GOODS HELD DETAILS	Sum Insured
1	NA	0

Sl. No.	FURNITURE/FIXTURE/FITTINGS DETAILS	Sum Insured
1	FURNITURE, FIXTURES AND FITTINGS.	5000000

Sl. No.	OFFICE EQUIPMENT DETAILS	Sum Insured
1	DG SET INCL.ELECTRICAL PANEL 125KVA(AUTO PANEL)	1000000
2	FIRE FIGHTING SYSTEM SUCH AS HYDRANT SYSTEM	1100000

Sl. No.	COINS/CURRENCY/CURIOS DETAILS	Sum Insured
1	NA	0

Sl. No.	OTHER ITEM DETAILS	Sum Insured
1	NA	0

Validity unknown

Policy No. : 3119004618010000094 Document generated by MAGMABATCH at 18/08/2018 02:05:32 Hours.

Regd. & Head Office: New India Assurance Bldg., 67 M.G. Road, Fort Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website http://newindia.co.in.

Stamp: THE NEW INDIA ASSURANCE CO. LTD. 311900 Shop No. 2042 Ground Floor, N.B.C.C. Center, Okhla Phase 1, New Delhi-110020. Date: 07/08/2019.



Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)

POLICY SCHEDULE FOR PORTABLE EQUIPMENT INSURANCE POLICY

Insured's Name : M/S INSTITUTE OF HOME ECONOMICS Insured's Details Customer ID : PQ24382938 Address : F-4, HAUZ KHAS ENCLAVE, NEW DELHI NEW DELHI, DELHI, 110016 Phone No : E-mail : PAN No : GSTIN/UTIN : NA / NA		Office Code : CDU-311900 (311900) Address : CDU-311900, 24/28, GROUND FLOOR, NBCC CENTER, OKHA PHASE-I, NEW DELHI-110020 Phone No : 26817921 E-mail/Fax : nia.311900@newindia.co.in / S.Tax Regn. No : AACN4165CST178 GSTIN : 07AACN4165C171 SAC : 997139 (Other non-life insurance services excl RI)	
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Policy Number : 31190046181100000007 Period of Insurance : From: 30/11/2018 02:52:46 PM To: 29/11/2019 11:53:59 PM Date of Proposal : 30 Nov 18 Prev Policy no. : 3119004617110000000005 Client Type : Corporate		Business Source Code : Dev. Off. : DIRECT BUSINESS - (2010673937) Level/Broker/Corp. Agent : Agent/Bancassurance : Ms. SANGEETA KHAMNA (NIA210662144) AGENT SITE_15820 (2010674902) Phone No : 9810077540 / NA E-mail/Fax : dmsanjeevkhamna57@gmail.com / / / /	
---	--	--	--

Premium(₹) : 59281	GST(₹) : 10670	Total(₹) : 69951	Total (₹ in words) : RUPEES SIXTY-NINE THOUSAND NINE HUNDRED FIFTY-ONE ONLY	Receipt No. & Date : 311900811800000000361 3 - 30/11/18
---------------------------	-----------------------	-------------------------	--	--

Details of Equipments							
Risk No	Type of Equipment	Description	Model	Make / Year	Serial Number of Equipment	Sum Insured	Territory & Jurisdiction
1	Laptop	LAPTOPS 344, @RS. 246181 ACB	344 NOS. LAPTOPS @RS. 246181/	2013	AS PER LIST/SCHEDULE ATTACHED	8468592	India
Electrical & Mechanical Breakdown (Yes / No)							
1	Yes						

Terrorism Cover Details		Sum Insured (₹)
Risk No		
Risk No	Special Conditions	Minimum Excess
	EXCESS IN CASE OF THEFT: 25% OF THE SUM INSURED. IN OTHER CASES EXCESS AS PER TARIFF	0
TARIFF		

This Policy shall subject to PORTABLE EQUIPMENT INSURANCE policy clauses and terms & conditions attached herewith.

Premium and GST Details	Rate of Tax	Amount in INR
Premium		₹ 59281.00

Policy No. : 31190046181100000007. Document generated by 27271 at 30/11/2018 16:46:01 Hours.
 Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
 For redressal of your grievance, if any you may approach any one of the following offices: 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with the grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>

THE NEW INDIA ASSURANCE CO. LTD.
CDU-311900
Shop No-24/28
Ground Floor NBCC Centre
Near Crown Plaza Hotel
Okha Phase-I, New Delhi-20

INSTITUTE OF HOME ECONOMICS
UNIVERSITY OF DELHI

Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)



STANDARD FIRE & SPECIAL PERILS POLICY

1. Insured's Details :

Insured Name	:	INSTITUTE OF HOME ECONOMICS UNIVERSITY OF DELHI
Customer ID	:	PO76747256
Address	:	F-4, HUAZ KHAS ENCLAVE NEW DELHI
Phone No.	:	NEW DELHI, DELHI, 110016
E-mail Id/Fax	:	9650559995
PAN No.	:	principal@ihe.du.ac.in /
GSTIN/UIN.	:	NA / NA

2. Issuing Office Details :

Office Name	:	SHAKTI NAGAR DO (311600)
Office Code	:	311600
Address	:	7255, PREM NAGAR, AJENDRA MARKET, 1ST FLOOR, SHAKTI NAGAR, DELHI, 110007 DELHI, 110007.
Phone No.	:	01123824610 / 01123823572 / 9971865111
E-mail Id/Fax	:	nia.311600@newindia.co.in /
S.Tax Regn. No.	:	AAACN4165CST178
GSTIN	:	07AAACN4165C1ZT
SAC	:	997139 (Other non-life insurance services excl RI)

3. Policy Details :

Policy Number	:	3116001190100000467
Period of Insurance	:	From: 01/01/2020 12:00:01 AM To: 31/12/2020 11:59:59 PM
Date of Proposal	:	01-Jan-20
Prev. Policy no.	:	
Client Type	:	Non-Corporate
Business Source Code	:	
Dev. Off level./Broker	:	DIRECT BUSINESS - (2D10673894)
Agent/Bancassurance/SPECIFIED PERSON	:	
Phone No.	:	NA / NA
E-mail Id/Fax	:	/ / /

4. Collection Particulars :

Premium	:	45000
GST	:	8100
Total (₹)	:	53100 ✓
Receipt No. & Date	:	31160081190000004646 - 01/01/20

5. Policy Level Covers :

Description of Property	:	As per Block Details
Location Address with Pin Code	:	As per Block Details
Risk Description	:	As per Block Details
Risk Code	:	As per Block Details

Signature Invalid



Digitally signed by
New India Assurance Co. Ltd.
Date: 2020.01.01 11:39:49

Policy No. : 3116001190100000467 Document generated by 18774 at 01/01/2020 11:39:49 Hours.
Regd. & Head Office: New India Assurance Bldg., 57 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
For New India's grievance, if any, you may approach any one of the following offices - 1. Policy Issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism; you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



Standard Fire and Special Peril Policy

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)

STANDARD FIRE & SPECIAL PERILS POLICY

1. Insured's Details :

Insured Name	: INSTITUTE OF HOME ECONOMICS UNIVERSITY OF DELHI
Customer ID	: PO76747256
Address	: F-4, HUAZ KHAS ENCLAVE NEW DELHI NEW DELHI, DELHI, 110016
Phone No.	: 9650559995
E-mail id/Fax	: principal@ihe.du.ac.in /
Pin No.	: NA / NA
GSTIN	

2. Issuing Office Details :

Office Name	: SHAKTI NAGAR DO (311600)
Office Code	: 311600
Address	: 7255, PREM NAGAR, AJENDRA MARKET, 1ST FLOOR, SHAKTI NAGAR, DELHI, 110007 DELHI, 110007
Phone No.	: 01123824610 / 01123823572 / 9971865111
E-mail id/Fax	: nia.311600@newindia.co.in /
U. Tax Regn. No.	: AAACN4165CST178
GSTIN	: 07AAACN4165C1ZT
SAC	: 997139 (Other non-life insurance services excl RI)

3. Policy Details :

Policy Number	: 31160011200100000469
Period of Insurance	: From: 19/02/2021 02:18:58 PM To: 18/02/2022 11:59:59 PM
Date of Proposal	: 19-Feb-21
Prev. Policy no.	: 31160011190100000467
Client Type	: Non-Corporate
Business Source Code	
Gen Off level/Broker	: DIRECT BUSINESS - (2D10673894)
Agent/Bancassurance/SPECIFIED PERSON	
Phone No.	: NA / NA
E-mail id/Fax	: / /

4. Collection Particulars :

Premium	: 45000
GST	: 8100
Total (R)	: 53100
Receipt No. & Date	: 31160081200000002789 - 19/02/21

5. Policy Level Covers :

Description of Property	: As per Block Details
Location Address with Pin Code	: As per Block Details
Risk Description	: As per Block Details

Stamp: 19/02/2021
Date: 19/02/2021
Time: 15:07:28

Policy No. : 31160011200100000469 Document generated by 23/09 at 19/02/2021 15:07:28 Hours.
Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
Give your valuable feedback on <https://www.newindia.co.in/portal/policyFeedbackGen>.
If not satisfied with our own services, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://www.newindia.co.in>.



MAINTENANCE OF GREEN SPACES

STOCK REGISTER FOR MAINTENANCE OF GREEN SPACES

STOCK REGISTER						
Name of Article वस्तु का नाम		Garden Maintenance				
		119				
Date तिथि	PARTICULARS विवरण	Bill No. बीजक नं०	Receipt प्राप्ति	Issue देय	Balance शेष	Remarks टिप्पणी
27/3/15	Garden Hut	470	15 Hedgesham (ginger)	300.00	Nil	R
27/3/15	New Garden 5029	50	Ribedieur & Lub 2 Mink Pot			305.15
23/4/15	Dipen Mandal 017	300	Flowering Plants	370.00	Nil	L
7/12/15	New Garden 6931	1	Tempo Gabar Khad	2000.00	Nil	303.15
19/2/16	Maryali 109	80	4. Pkt. 2. H.C. SP. 1. E.P. 1. Seedling Flower	3080.00	Nil	L
19/2/16	Greenish		Canada, Dike Khia, etc.	300.00	Nil	L
19/2/16	Rannak seeds 16804		Alwain, Herbal Plant	100.00	Nil	L
19/2/16	Rannak seeds 16805		Flower Bulb	280.00	Nil	L
25/2/16	K. Jaisankar & Co. 209		Flower Plant	170.00	Nil	L
3/3/16	New Garden 6846		Terracotta, Branch	306.00	Nil	L
26/3/16	Dipen Mandal (Mamaji) 558		Kawpa, D.V. L. Plant	3550.00	Nil	L
12/9/16	Prem Pal 930		one Tempo Gabar Khad	2000.00	Nil	L
21/9/16	K. Jaisankar & Co. 219		8 Plants, Camrose	1450.00	Nil	L
7/10/16	Krishna Sales Corporation 845		Terracotta	250.00	Nil	L
17/11/16	New Garden 8000		30 Mtr Pipe	1150.00	Nil	L
8/12/16	New Garden 8310		160 Plants, 200 H.C. 200 H.C. 200 H.C.	2850.00	Nil	L
21/4/17	Rama Suresh Prayapati 114		Flower Plant, Plant, Plant, Chaddi	2200.00	Nil	L
24/4/17	Krishna Sales Corporation 765		Empty Swirl Pot, Catap	1750.00	Nil	L
19/5/17	Krishna Sales Corporation 78		200 Plants, Max. Linn	2100.00	Nil	L
19/9/17	Dipen Mandal (Mamaji) 366		Nilon Pipe	1100.00	Nil	L
7/11/17	New Garden Shop 9293		one Tempo Gabar Khad	2000.00	Nil	L
9/11/18	Anita Prayapati 352		300 Flower Plants	300.00	Nil	L
12/11/18	Dipen Mandal (Mamaji) 420		Crack 10"	3900.00	Nil	L
22/11/18	Raj Kumar Sharma 508		Gobas Khad	400.00	Nil	L
22/11/18	Jagdish Sharma Nursery 008		Coriander, Aribahin	4000.00	Nil	L
22/11/18	S.B. Traders 2466		Plants etc			L
29/11/18	Royal Nursery 452		Garman, Pitarin	3200.00	Nil	L
30/11/18	New Garden 10743		cardinal etc			L
			water Pipe	818.00	Nil	L
			Dahlia Plant	400.00	Nil	L
			Planted Plant material	2250.00	Nil	L



STOCK REGISTER

19

वस्तु का नाम



DETAILS OF BIOWASTE MANAGEMENT

Biomedical waste management is most important, because this waste harmfully affect health, leading to serious implications to the people, who get in touch with it. Waste produced by Microbiology labs and Biotechnology labs is potential threat for the environment and the human beings. Department's main aim was to manage biowaste effectively and successfully for safe and healthy environment. Segregation, storage and safe disposal of the waste is very crucial to the effective management of biomedical waste.

The institute signed contract with Biotic Waste Solutions from 2016 to 2019. Biotic Waste Solutions is authorized by Delhi Pollution Control Committee, it works for collection, transport, treatment and disposal of biowaste. Department used colour coded plastic bags for segregation of waste. Solid culture media, liquid culture media and agarose gels with carcinogenic dyes were first autoclaved in autoclavable plastic bags and after that were handed over to the vendor in colour coded bags, who visited the department every week on fixed days. Gels with carcinogenic dyes were also exposed to sunlight. Broken glassware, syringes, metal, paper, and needles were segregated in colour coded bags. Plastic bags, dustbins and buckets were properly marked to indicate that they were carrying hazardous material.

STANDARD OPERATING PROCEDURES OF COMMITTEES

Environment and Community Outreach Committee
(SoP for Environment and Greenery Maintenance Tasks)

1) Garden Maintenance

- Assigning specific tasks and responsibilities to specific members
- Conducting interacting sessions with gardener to maintain the green cover
- Conducting regular meetings with committee members for updates on tasks assigned
- Procurement of pots, soil, seedlings and plants to maintain green cover, vegetable garden and herbal garden
- Conducting quarterly audits of plants
- Maintaining stock registers and activity files
- Participation in Annual University flower show
- Conducting plantation drives in monsoon season with involvement of students and staff. Encouraging students to adopt a plant
- Conducting seminars/ webinars to spread awareness among students about relevant issues
- Celebrating special days like World Environment Day, International Earth Day etc.
- Preparing signage for protecting the environment like “Do not pluck the plants”, “Burning of plant biomass is not allowed in college premises”.
- Preparation of seed bank for future use.
- Seasonal pruning of plants.
- Maintaining plants stock by grafting, stem cutting and layering.
- Weekly use of garden waste in preparation of compost by pit method and by vermicomposting.
- Use of Spill kit and equipment for dry clean up.
- Proper maintenance of stored garden items and equipment.
- Regular weed and pest control.
- Distribution of organic vegetables produce among the staff members

2) Energy Efficiency and Energy Conservation

- Assigning specific tasks and responsibilities to specific members
- Conducting regular meetings with committee members for updates on tasks assigned
- Maintaining MoM and activity files
- Preparing signage for like ‘Save Energy, Switch off Lights’, ‘Use Equipments in Power Saving Mode’
- Celebrating special days like World Environment Day, International Earth Day etc.
- Converging with building committee and administrative staff on monitoring and renewing AMCs and maintenance
- Creating and maintaining IHE as an energy efficient college
- Collaborating with agencies and experts to steer ‘IHE as energy efficient environment’
- Social advocacy on good energy practices by the students, staff and faculty
- Gradually replacing the conventional and in use lights and other equipments with energy efficient lights like LEDs and star rated equipments

- Working on renewable sources of energy for power generation and consumption
- Developing IHE energy warriors in conduct and practice

3) Water Conservation

- Assigning specific roles and responsibilities to the team members
- Conducting team meetings at regular intervals to discuss updates on work done and the challenges faced
- Conducting awareness programmes for students through seminars/webinars
- Celebration of World Water Day
- Preparing signages indicating to *turn off the water taps when not in use* and installing them in the restrooms, near wash basins and near water coolers
- Generating practices among students/staffs to use reusable bottles for drinking purposes instead of single use disposable bottles
- Team monitoring and supervision to ensure timely reporting/informing of water leakages in the campus to the concerned authorities to expedite necessary action.
- Ensuring waste water management by creating practices of utilizing water discharged from RO for water coolers during summers

4) Waste Management

- Coordinate with cleanliness staff, canteen staff and lab staff to collect raw organic waste to make compost through Aerobin. Further, utilize this manure in planters and organic farming in the college.
- Coordinate with lab staff and administration staff for reuse of discharged waste water from RO for cleaning purposes or for filling up the cooler tank during summers.
- Conduct awareness campaigns among students and faculty members to reduce their plastic footprint and load of plastic waste on landfills
- Conduct awareness programmes on reduction of use of single use plastic and promote. usage of cloth folders in the various departments of the college to avoid use of plastic
- Follow up with the Amenities committee for reduction of the use of any form of plastic in the college canteen
- Conducting webinars on waste management
- Follow up with the Department of Microbiology and Biochemistry, for proper collection, transportation, treatment and disposal of biomedical waste and renewal of bio waste management contract with authorized agencies.
- Follow up with the Administration Department, AO and Caretaker for time to time monitoring of the accumulated e-waste in college.
- Coordinate procurement of buying bins for e-waste items.

Standard Operating Procedures of Automation and Website Committee

The college has the Automation and Website committee with more than 12 members representing the different departments in the college. The committee has a co-convenor also.

The committee performs various functions:

- Designing, management, maintenance and regular update of the college website.
- Functioning and maintenance of three computer labs as well as computers in labs and office.
- Appointing company for Annual maintenance contract for computers along with purchase committee of the college for a period of three years extendable on mutual satisfaction.
- Appointment and collaboration with learning management systems form.
- Internet connectivity in the college.
- Assigning email ids to all faculty, non-teaching and students.
- Organizing training program in the use of online teaching-learning platforms.
- Keeping record of online teaching in the college through the backend.
- Sectioning of students, internal assessment and attendance of students through educational management system.
- If any member has any glitch with LMS, they can write to a given email id (techsupport@ihe.ils.in) from where it is picked up and attended to.
- Phone number of the contact person of LMS is also provided to staff in case of any problem.
- The college has a full-time network administrator who is responsible for maintaining all the IT facilities in the college.

The committee members undertake the above functions and represent their own departments. Tasks are allotted to different sub-groups within the committee for enhanced efficiency and output.

Standard Operating Procedures of Purchase Committee

The Institute of Home Economics had registered on Central Public Procurement Portal (CPPP) and Government E-Marketplace (GeM) in 2018 to create transparency and fulfill the mandate of the government. On CPPP, the Director had been appointed as nodal officer and four other members included two faculty and two admin staff as secondary users. While on GeM, in total 10 buyers were registered along with one consignee and one purchase and accounts officer (PAO). All the departmental heads were registered as buyers for their departmental purchases and one account was kept for central purchases under purchase committee convenor. The institute has streamlined the purchase process for all types of procurements (Goods and Services) according to the GFR-2017 rules. Items costing under 25,000/- have been purchased directly while items costing more than 25,000/- are usually purchased through the bid process on GeM. Services such as recruitment of MTS, sanitization staff, security and AMC of various items have been done through the bid process on GeM. In case any item is not available on GeM, then it was purchased either through open market by constituting Local Purchase Committee (LPC) or by floating tender on college/DU website. Moreover, the services and products which were not available initially on GeM were procured through the e-tendering process on CPPP.

Till date we have spent ~Rs1.2 Cr for services and goods procurement on GeM and have 3.14 overall rating.