



MAINTAINACE POLICY

Purpose of Maintenance

Maintenance organizations provide a comprehensive range of services that are essentially designed to keep educational facilities in good working order – a condition that is critical for success of the educational/instructional process and extending the useful life of building and other facility assets. Maintenance of educational facilities generally require the coordinated management of a variety of individual trades and crafts, support-related functions, as well as contracted services necessary to fulfill a facility's intended purpose. The scope of work for any maintenance program encompasses the building envelope, fixed equipment, other components of a facility's infrastructure and, in recent years, includes a variety of technical and support functions as well. Among other objectives, a comprehensive maintenance program is necessary at each facility to keep buildings, equipment, and fixtures reasonably close to original operating condition. Provide overall service requirements (e.g., preventive/predictive maintenance; routine maintenance; minor, major, and emergency repairs; alterations and improvements; equipment testing; inspections and monitoring; etc.). Define the manner in which the work will be implemented. Provide necessary modifications to accommodate customer needs, upgrades, and new technologies. Match appropriate staff, tools, and other resources to accomplish work tasks.

Standard Procedure

Maintenance Contract:

Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

Maintenance of Facilities without Inviting Quotations:

Maintenance of Facilities can be done by under the authority of Head of the Department up to a value of Rs.10,000/- (rupees Ten Thousand Only) on each occasion may be made without inviting quotations, bids by the competent authority in case of absolute emergency and such emergency be clearly specified by the purchaser and approved by the competent authority.

For spot maintenance the competent authority will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.

Maintenance of Facilities by Inviting Quotations:

Maintenance of facilities costing more than Rs. 10,000/- (rupees Ten Thousand Only) and up-to Rs. 2,00,000/- (Rs. Two lac only) should be done by inviting quotations (by considering at least 3 valid quotations). The maintenance should be done on the recommendations of the competent authority duly approved by the Director, Principal, Dean, R&D for each financial year. The Committee shall prepare a comparative statement of the quotations received and give its specific recommendation.