

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS),  
HYDERABAD-75**

**ESTABLISHED SYSTEMS AND PROCEDURES**

*4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. (Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a minimum of 500 word and maximum of 1000 words)*

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## 1. Procedures and Guidelines – Policy Document

### CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous), Hyderabad-75

Procedures for maintaining and utilization of physical, academic, and support facilities – laboratories, library, sports complex, classrooms etc.

#### Building Maintenance:

- Departmental Heads or the concerned in-charges make a requisition to the Principal regarding the maintenance of buildings and infrastructural facilities. Then it is forwarded to the project Engineer. The Project Engineer submits the detailed proposals to the Infrastructure Committee after the physical examination of the buildings and facilities.
- The Infrastructure Committee headed by the Chairperson, discusses the same and sends the proposal to the President or GB for the administrative approval when the expected expenditure is more than Rs. 1, 00,000. After receiving the approval from the President, the Project Engineer or respective in-charge obtains quotations and submits the comparative statement to the D&P.
- As per the minutes of the D&P Committee, the works will be taken up as per the directions of D&P within the shortest time possible.
- If the proposed expenditure is less than Rs. 1, 00,000/-, the Principal in consultation with the President may give approval.
- Requisitions can be made to the Principal by the HODs/in-charges regarding furniture and it is duly forwarded to the Purchase in-charge/Administrative Officer.
- The Administrative Officer/in-charge discusses with the President and takes necessary action.
- The Project Engineer and in-charge looks after the maintenance of the campus, rest rooms, roads and neatness of the entire premises.

#### Hygiene:

- The maintenance Committee is headed by the Principal and is convened by the Convener, who in turn monitors the work of the in-charge at the next level.
- The in-charge is accountable to the Principal/Coordinator who organizes the workforce for various duties viz.
  - Individual floor-wise responsibilities
  - Maintaining duties and work timings
  - Leaves
  - Periodic checks to ensure the effective functioning of the infrastructure

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- Adequate housekeeping staff is employed to maintain hygiene and proper infrastructure that provides a congenial environment.
- Dustbins are placed on every floor.
- The green cover of the campus is well maintained
- Purified water is provided with RO units at different places of the campus.

### **Hygiene and Sanitation:**

- Cleaning personnel clean the washrooms 3 to 4 times a day, using disinfectants, detergents and naphthalene balls.
- Care is taken in providing and maintaining exhaust fans on a regular basis.
- These activities are monitored by the supervisor/in-charge.

### **Classrooms:**

- Institute uses non-dust chalks and white board marker pens
- Cleaning classroom and furniture.
- The class in-charges and supervisors monitor the work and the attenders lock the classrooms. Log book pertaining to the attendance of cleaning personnel are maintained by the Project Engineer.

### **Laboratories, Equipment Maintenance:**

- Laboratories of all departments are well equipped and maintained regularly to avoid discrepancies in the academic schedules. The in-house maintenance & repairs and AMC personnel are addressed by the respective department lab assistant/Computer Operators who are qualified and trained.
- Maintenance of the equipment is done on a regular basis.
- Department attenders, under the supervision of lab assistants, clean the lab equipment daily.
- Periodical checkups and calibration of equipment is done in all laboratories.
- Stock verification is done in all laboratories every year.

### **Library:**

- Library is maintained by the Librarian with Jr. Asst. assistant and Team. The process is monitored by the Library Committee.
- Library maintenance is computerized and automated.
- Library updates its book repository on yearly basis as per the changes in the Syllabi and requirements. Inputs from student and faculty are taken in the prescribed format and discussed in the Library Committee.
- Library procures/subscribes/renews the required journals and resources on a regular basis.





- The library committee meets once in three months to upgrade and procure any additional and general books, both technical and non-technical.
- long with the central library, the Individual departmental libraries maintains the books
- The students and staff can access the subscribed online journals and other e-resources with the institute access permissions either in the campus or outside the campus.
- Regular cleaning of the library floors, racks and maintaining the quality of the books with needed binding are in place.
- Pest control of library books and records I done every year by the maintenance department.
- Proper inspection and verification of stock takes place at the end of every year.

### **IT Maintenance:**

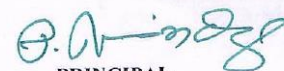
- IT maintenance team along with the AMC personnel monitor, maintain and resolve the issues including hardware trouble shooting, software installation, maintaining Biometric devices, Surveillance and network related issues.

### **Sports:**

- Two qualified physical directors (one lady) are on rolls to look after the day-to-day games and sports activities of the institute. Outdoor games such as cricket, volleyball, ball badminton, tennikoit etc. are encouraged.
- A permanent basketball court with R.C.C. slab is provided.
- A separate indoor games facility with wooden floor is provided for playing shuttle, table-tennis, caroms and chess is provided and is being used by the students regularly.
- Newly constructed facilities like games room, gymnasium and recreation-cum-reading halls, guest rooms for both girls and boys are in place.
- The gym and other equipment servicing is taken up as and when required under the supervision of the physical director. The playgrounds are always kept ready and for students' and staff utilization.

### **Other Facilities:**

- For the optimum working condition of all properties, equipment on the campus is ensured through Annual Maintenance Contracts (AMC). The AMC includes for UPS, Computers, CCTV cameras, Fire and Security services.
- Apart from the contract workers, the institute has trained in-house electricians, carpenters and plumbers.
- The campus maintenance is monitored through surveillance cameras.

  
PRINCIPAL

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## 2. Infrastructure Planning, Monitoring and Execution Committee



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)**

Kokapet (Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in

Approved by  
NSR  
Approved by  
NAAC  
Approved by  
nirf  
ISO Certified  
9001:2015

COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

**43**  
years

No.CBIT/026/Admn./2022

Dt.07.02.2022

### OFFICE ORDER

It is proposed to set up an internal system for planning and execution of repairs, renovation and other Civil works to be undertaken in a planned and phased manner. In this connection, an Infrastructure, Planning, Monitoring and Execution Committee is constituted with the following members, who are responsible to scrutinise and advise on the planning, the materials to be used, the contractors to be employed, costing and budgeting so that these works will be completed with the emphasis on quality and budget limits.

Sl. No.	Name of the Faculty	Designation & Dept.	Mobile Number	Mail id	Role
1.	Prof. P. Sreenivas Sarma	Professor, Civil Engg.	9391016066	director_studentaffairs@cbit.ac.in	Chairman
2.	Sri A. Balaji Rao	Associate Professor, Civil Engineering	9848421302	balajirao_civil@cbit.ac.in	Co-Chairman
3.	Dr. T. Chaitanya Krishna	Assistant Professor, Civil Engineering	8019206828	Chaitanya_civil@cbit.ac.in	Member
4.	Dr. R. P. Chowdary	Associate Professor, Mechanical Engg.	9177220635	rpchowdary_mech@cbit.ac.in	Convener
5.	Sri K. Gurubrahmam	Assistant Professor, Mechanical Engg.	9491377882	gurubrahmam_mech@cbit.ac.in	Member
6.	Dr. B. Suresh Kumar	Associate Professor, EEE	9849396814	bsureshkumar_eee@cbit.ac.in	Co-Convener
7.	Dr. Nishanth Patnaik	Assistant Professor, EEE	7978840264	nishanthpatnaik_eee@cbit.ac.in	Member
8.	Sri B. Ramana Reddy	Assistant Professor, CSE	9441441810	bramanareddy_cse@cbit.ac.in	Member
9.	Sri U. Sairam	Assistant Professor, IT	8143364133	usairam_it@cbit.ac.in	Member
10.	Dr. K. Sudarshan Reddy	Assistant Professor, ECE	9291522525	sudarshanreddy_eee@cbit.ac.in	Co-Convener
11.	Sri T. Aravinda Babu	Assistant Professor, ECE	9908898845	aravindababu_eee@cbit.ac.in	Member

The Committee has to take up, monitoring and execution of the below mentioned activities of the Institute from time to time.

- Planning of construction activities within the Institute
- Architectural / Interior designing
- Procurement of quality material
- Installation & repairs of Heating, Ventilation and Air-conditioning
- Networking and Acoustics
- Evaluation and reporting of the competency of Vendor / contractors in the relevant areas / repairs

Further every such work will have to be discussed and vetted by the above members, from time to time and the above Committee members are accountable and responsible for the quality of the work done. In this regard, the Project Engineer is directed to furnish all the required documents and data to the Committee as and when required. He is further directed to assist the Committee regarding the prioritization of activities depending upon the need.

The Committee has to report the information to the undersigned for further action.

  
**PRINCIPAL**

To  
All the above Committee members, for information and necessary action.

C.C. to all Directors, Joint Directors, Heads of the Departments, In-charges of Sections, CoE, Head-HR, Librarian, Asst. PD and PRO, for information.



**CHAITANYA BHARATHI**  
**INSTITUTE OF TECHNOLOGY (A)**

Dt.15.07.2021

**COLLEGE PURCHASE COMMITTEE**

- |    |  |          |
|----|--|----------|
| 1. | Prof. P. Ravinder Reddy, Principal             | Chairman |
| 2. | Prof. N. V. Koteswara Rao, Director-IQAC       | Member   |
| 3. | Prof. K. Krishnaveni, Director-Academics       | Member   |
| 3. | Prof. A. D. Sarma, Director-R&D                | Member   |
| 4. | Prof. M. Swamy Das, JD-Academics (Informatics) | Member   |
| 5. | Prof. Y. Rama Devi, Head, CSE                  | Member   |
| 6. | Prof. K. Radhika, Head, IT                     | Member   |
| 7. | Concerned Head of the Department               | Member   |
| 8. | Prof. Suresh Pabboju, Director-AEC&CoE         | Convener |

**Prof. P. RAVINDER REDDY**  
**PRINCIPAL**

**Chaitanya Bharathi Institute of Technology (A)**

📍 Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
☎ 040-24193276, 79, 80  
✉ principal@cbit.ac.in 🌐 www.cbit.ac.in







## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Dt.15.07.2021

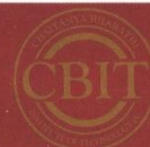
### ACADEMIC PLANNING AND EVALUATION COMMITTEE

<u>S.No.</u>	<u>Name</u>	<u>Designation &amp; Dept.</u>	<u>Role</u>
1	Prof. P. Ravinder Reddy	Principal	Chairman
2	Prof. N.V. Koteswara Rao	Director-IQAC	Member
3	Prof. Suresh Pabboju	Director- AEC&CoE	Member
4	Prof. A.D. Sarma	Director-R&D	Member
5	Prof. U.K. Choudhury	Director-I&I	Member
6	Prof. P. Sreenivsa Sarma	Director-SA&P	Member
7	Dr. N.L.N. Reddy	Director-CDC	Member
8	Prof. P. V. Prasad	CoE	Member
9	Prof. M. Swamy Das	Jt. Director-Acad.(Inform.)	Member
10	Prof. K. Jagannadha Rao	Jt. Director-SA&P & Head, Civil Engg.	Member
11	Prof. P.V.R. Ravindra Reddy	Head, Mech. Engg.	Member
12	Prof. G. Suresh Babu	Head, EEE	Member
13	Prof. D. Krishna Reddy	Head ECE	Member
14	Prof. Y. Ramadevi	Head, CSE	Member
15	Prof. K. Radhika	Head, IT	Member
16	Dr. Y. Rajasree	I/c-Head, Biotech.	Member
17	Dr. P. V. Naga Prapura	I/c-Head, Chem. Engg.	Member
18	Dr. D.L.S. Reddy	Head, MCA	Member
19	Dr. S. Saraswathi	I/c-Head, SMS	Member
20	Prof. B. Sreenivasa Reddy	Head, Physics	Member
21	Prof. K. Laxmi	Head, Chemistry	Member
22	Prof. P. Raj Reddy	Head, Mathematics	Member
23	Smt. A. Vijaya Lakshmi	Asst. Prof., English	Member
24	One Expert from IIT / NIT	--	Member
25	One Expert from Industry	--	Member
26	One Expert from OU	--	Member
27	Prof. K. Krishnaveni	Director-Academics	Convener

  
Prof. P. RAVINDER REDDY  
PRINCIPAL

#### Chaitanya Bharathi Institute of Technology (A)

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in





## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Dt.15.07.2021

### LIBRARY COMMITTEE

<u>S.No.</u>	<u>Name</u>	<u>Designation &amp; Department</u>	<u>Role</u>
1	Prof. P. Ravinder Reddy	Principal	Chairman
2	Prof. N.V. Koteswara Rao	Director - IQAC	Member
3	Prof. Suresh Pabboju	Director-AEC&COE	Member
4	Prof. K. Krishnaveni	Director-Academics	Member
5	Prof. A. D. Sarma	Director-R&D	Member
6	Prof. U. K. Choudhury	Director-I&I	Member
7	Dr. N. L. N. Reddy	Director-CDC	Member
8	Prof. P. Sreenivas Sarma	Director-SA&P	Member
9	Prof. M. Swamy Das	JD-Academics (Informatics)	Member
10	Prof. K. Jagannadha Rao	JD-SA&P, Head, Civil Engg.	Member
11	Prof. P.V.R. Ravindra Reddy	Head, Mech. Engg.	Member
12	Prof. G. Suresh Babu	Head, EEE	Member
13	Prof. D. Krishna Reddy	Head, ECE	Member
14	Prof. Y. Ramadevi	Head, CSE	Member
15	Prof. K. Radhika	Head, IT	Member
16	Dr. P. V. Naga Prapura	I/c-Head, Chemical Engineering	Member
17	Dr. Y. Rajasri	I/c-Head, Biotechnology	Member
18	Dr. D.L.S. Reddy	Head MCA	Member
19	Dr. S. Saraswathi	I/c-Head, SMS	Member
20	Prof. B. Sreenivasa Reddy	Head, Physics	Member
21	Prof. K. Laxmi	Head, Chemistry	Member
22	Prof. P. Raj Reddy	Head, Mathematics	Member
23	Prof. P. V. Prasad	Controller of Examinations	Member
24	Smt. A. Vijaya Lakshmi	Asst. Prof., English	Member
25	Topper in B.E/B.Tech. I and II Semesters	B.E/B.Tech. III Semester Student	Member
26	Topper in B.E/B.Tech. III and IV Semesters	B.E/B.Tech. V Semester Student	Member
27	Topper in B.E /B.Tech. V and VI Semesters	B.E/B.Tech.VII Semester Student	Member
28	Topper in M.E/M.Tech. I and II Semesters	M.E/M.Tech. III Semester Student	Member
29	Topper in MCA I and II Semesters	MCA III Semester Student	Member
30	Topper in MBA I and II Semesters	MBA III Semester Student	Member
31	Dr. C. Srikanth Reddy	Librarian	Convener

  
Prof. P. RAVINDER REDDY  
PRINCIPAL

#### Chaitanya Bharathi Institute of Technology (A)

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
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## 3. ICT Facilities AMC Agreements



CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)

CBIT/PSD/AMC/44/2021-22

Date: 15.09.2021.

**WORK ORDER**

To,  
M/s. Powersoft Technologies  
#6-3-1238/15/1, Flat No. G1, Elite Heights,  
Somajiguda, Hyderabad - 500082, Ph: 9848999881

Sir,

Sub: - CBIT – Annual Maintenance Contract of Computers, Servers, Printers & Peripherals

Ref: - Your Quotation dated 09.08.2021.

Minutes of the 20<sup>th</sup> D&P Meeting held on 02.09.2021.

\*\*\*

With reference to your quotation cited above and based on further negotiations held on 02.09.2021, we are pleased to place our order for Annual Maintenance Contract for Computers, Servers, Printers & Peripherals of all Departments of CBIT, as per terms and conditions given hereunder for a period of One year w.e.f. 01.07.2021 to 30.06.2022.

S. No.	Specification	Qty	Rate	Amount in Rs.
1	Dell i7-3060, 32GB Ram, 1 TB HDD, 18.5" LED Monitor	30	500	15,000
2	Dell i7-3050, 16GB Ram, 1 TB HDD, 18.5" LED Monitor	125	500	62,500
3	Dell/HP i7, 8GB Ram, 1 TB HDD, 18.5" LED Monitor	635	500	3,17,500
4	Dell/HP i5, 8GB Ram, 1 TB HDD, 18.5" LED Monitor	754	500	3,77,000
5	HP/Dell i3, 2/4 GB Ram, 500 GB HDD, 18.5" LED Monitor	235	500	1,17,500
6	HP/Dell Core 2 Quad, 2 GB Ram, 250/320 GB HDD	8	500	4,000
7	HP Z 240 WorkStation, 8GB Ram, 1 TB HDD, 20" Monitor	36	500	18,000
8	HP i7, 8GB, 1TB, 15.6 Screen	1	500	500
9	Dell i5, 8GB, 1TB, 15.6 Screen	4	500	2,000
10	HP i3, 4GB, 500GB, 14" Screen	7	500	3,500
11	Epson L380 Color Printer	1	500	500
12	HP Laserjet Pro M176N Color Printer	1	500	500
13	HP M377 DW Color Printer	2	500	1,000
14	Brother Printer 1616NW	1	500	500
15	HP Laserjet M1005 Printer	25	500	12,500
16	HP 1018/1020/1020 Plus	98	500	49,000
17	Canon MF 244DW	12	500	6,000
18	HP HotSpot M1218 NFS MFP	1	500	500
19	Cisco 48 Port Managed Switch	3	500	1,500
20	Cisco 24 Port Managed Switch	31	500	15,500
21	D Link DGS-10 8 Port Managed Switch	2	500	1,000
22	D Link 24 10/100 Port Switch	98	500	49,000
23	D Link 16 10/100 Port Switch	19	500	9,500

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Chaitanya Bharathi Institute of Technology (A)  
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Continuation Sheet

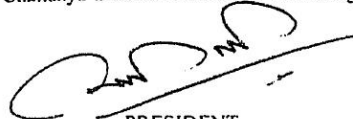
24	<b>Rack Servers</b> HP Rack Server DL380- HP Xeon dual processor 64 GB RAM, 2.4 TB HDD (CSE-02, AEC-01, COE-01)	4	9500	38,000
25	<b>Tower Servers</b> DELL Server - Dell Power Edge 2900 Xeon dual Processor, 16GB Ram 1.2TB HDD(CSE-04, IT-02, LIBRARY-01)	7	9500	66,500
	Sub Total			11,69,000
	GST @18%			2,10,420
	<b>Grand Total</b>			<b>13,79,420</b>

**Terms and Conditions:**

1. You are required to post 2 Engineers / Technicians full time in CBIT and additional Engineer whenever required.
2. All the parts of the Computer System are covered except Printer Head.
3. Preventive Maintenance has to be done once in two months for all the Computer Systems.
4. If reported Computer System complaint is not resolved within 2 days standby is to be provided as a STOP-GAP arrangement till the system is repaired.
5. If there is a major breakdown in a Computer and more number of parts go out of order, the total CPU or total Monitor has to be replaced at their cost by CMG / Power Soft Technologies.
6. Payment will be made through crossed cheque after providing successful service and submission of bills in triplicate at the end of each Quarter against certification by the Joint Director-Academics.
7. Court Jurisdiction at Hyderabad.

**Note:** Our GST No. 36AABTC1906A1ZG

For Chaitanya Bharathi Institute of Technology



PRESIDENT

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## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

To,  
Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

Bill No : 006  
Date : 30.06.2022

S.No.	Particulars	Period	Charges Per Quarter	Total (Rs)
01.	AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> April 2022 to 30 <sup>th</sup> June 2022	3 months	2,92,250	2,92,250 = 00

(Total AMC amount Rs.11,69,000 / 4 = 2,92,250)

Rupees: Two lakhs ninty two thousand two hundred and fifty only

Net Amount Rs. 2,92,250 = 00

For POWERSOFT TECHNOLOGIES



(Authorised Signatory)

## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

To,  
Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

Bill No : 195  
Date : 31.12.2021

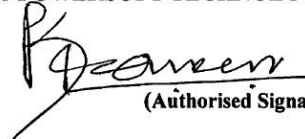
S.No.	Particulars	Period	Charges Per Quarter	Total (Rs)
01.	AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> October 2021 to 31st December 2021	3 Months	2,92,250	2,92,250 = 00

(Total AMC amount Rs.11,69,000 / 4 = 2,92,250)

Rupees: Two lakhs ninty two thousand two hundred and fifty only

Net Amount Rs. 2,92,250 = 00

For POWERSOFT TECHNOLOGIES

  
(Authorised Signatory)



## 4.4.2 Established Systems & Procedures - Maintenance



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)**

CBIT/PSD/AMC/ 48/2022-23

Date: 09.07.2022

### WORK ORDER

To,  
**M/s. Powersoft Technologies.**  
# 6-3-1238/15/1, Flat No. G1,  
Elite Heights, Somajiguda,  
Hyderabad - 500039,  
Ph: 9848999881.

Sir,

Sub: - CBIT- Annual Maintenance Contract of Desktops, Laptops, Printers and Server systems - Reg.

Ref (i): - Your Quotation, Dated: 04.06.2022.

Ref (ii): - Minutes of the 27<sup>th</sup> Meeting of D&P Committee dated: 06.07.2022.

\* \* \*

With reference to your quotation cited above and based on further negotiations we had with you on 06.07.2022, we are pleased to place our order for servicing of the following Annual Maintenance Contract of Desktops, Laptops, Printers and Server systems of CBIT, as per terms and conditions given hereunder for one year effective from 01.07.2022 to 30.06.2023.

Sl. No.	Items	Item Description	QTY	Unit	Unit Price	Total Price
1	Desktop Systems	Dell i7-3060, 8GB Ram, 1 TB HDD, 20" LED Monitor	160	No's	500	80,000
2		Dell i7-3060, 32GB Ram, 1 TB HDD, 18.5" LED Monitor	30	No's	500	15,000
3		Dell i7-3050, 16GB Ram, 1 TB HDD, 18.5" LED Monitor	125	No's	500	62,500
4		Dell/HP i7, 8GB Ram, 1 TB HDD, 18.5" LED Monitor	635	No's	500	3,17,500
5		Dell/HP i5, 8GB Ram, 1 TB HDD, 18.5" LED Monitor	754	No's	500	3,77,000
6		HP/Dell i3, 24 GB Ram, 500 GB HDD, 18.5" LED Monitor	235	No's	500	1,17,500
7		HP/Dell Core 2 Quad, 2 GB Ram, 250/320 GB HDD	8	No's	500	4,000
8		HP Z 240 WorkStation, 8GB Ram, 1 TB HDD, 20" Monitor	36	No's	500	18,000
9	Laptops	HP i7, 8GB, 1TB, 15.6 Screen	1	No's	500	500
10		Dell i5, 8GB, 1TB, 15.6 Screen	4	No's	500	2,000
11		HP i3, 4GB, 500GB, 14" Screen	7	No's	500	3,500
12	Printers	Epson 1380 Color Printer	1	No's	500	500
13		HP LaserJet Pro M176N Color Printer	1	No's	500	500
14		HP M377 DW Color Printer	2	No's	500	1,000
15		Brother Printer 1616NW	1	No's	500	500
16		HP LaserJet M100S Printer	35	No's	500	17,500
17		HP 1018/1020/1020 Plus	108	No's	500	54,000
18		Canon MF 244DW	12	No's	500	6,000
19	Network Items	HP Hotspot M1218 NFS MFP	1	No's	500	500
20		Cisco 48 Port Managed Switch	3	No's	500	1,500
21		Cisco 24 Port Managed Switch	31	No's	500	15,500
22		D Link DGS-10 8 Port Managed Switch	2	No's	500	1,000
23		D Link 24 10/100 Port Switch	98	No's	500	49,000
24		D Link 16 10/100 Port Switch	19	No's	500	9,500

**Chaitanya Bharathi Institute of Technology (A)**

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India

040-24193276, 79, 80

principal@cbit.ac.in www.cbit.ac.in



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## Continuation Sheet

Sl. No.	Items	Item Description	Qty	Unit	Unit Price	Total Price
25	Servers	Rack Servers: HP Rack Server DL380- HP Xeon dual processor 64 GB RAM, 2.4 TB HDD (CSF-02, AFC-01, COE-01)	4	No's	9,500	38,000
26		Tower Servers: DELL Server - Dell Power Edge 2900 Xeon dual Processor, 16GB Ram 1.2TB HDD (CSE-04, IT-2 LIBRARY-01)	7	No's	9,500	66,500
Sub Total			2320	No's		12,59,000
Discount 10%						1,25,900
Net Total						11,33,100
GST 18%						NIL
Grand Total						11,33,100

**Terms and Conditions:**

1. Two Service Engineers/Technicians shall be available on full time basis at CBIT and additional Engineer whenever required.
2. All parts of the Computer Systems are covered except Printer Head.
3. Preventive maintenance has to be done once in two months for all the computer systems, Laptops, Printers, Network items and services.
4. The Maintenance will also include the following:
  - a. Cleaning of Key Boards, External Cards, Motherboard, Vacuuming of CPU dust.
  - b. Cleaning and gearing up the machine and parts in the printer including the cleaning of dust and paper bits in the cabinet.
  - c. Corrective maintenance viz. to make the system functional.
  - d. Fixing the loose contacts of on boards cards, cables, on board chips & HDD cable connections, Network connectivity to Systems etc.,
  - e. Monitoring and Troubleshooting Antivirus for Servers, PCs & Updating of OS.
  - f. The Cabling from Network port to Systems will be ensured by the Firm i.e. M/s Powersoft Technologies to provide seamless Internet connectivity to all Students/Staff of CBIT.
  - g. Maintaining and updating patches of OS and drivers for various systems in Computer lab, classrooms, conference hall etc.
  - h. The Computer Systems in no case shall be kept idle/in-operative for maintenance purpose and all-out effort should be made to keep it in working condition.
  - i. The firm M/s Powersoft Technologies will be responsible for putting all systems into use during the entire period of maintenance.
  - j. The entire in-house software applications running at present will have to be put into use.
5. If reported Computer System complaint is not resolved in 2 days a standby is to be provided as a STOP-GAP arrangement till the system is repaired.
6. A detailed report of such inactive Systems/Peripheral including the date of being inactive shall be submitted by the Firm i.e. M/s Powersoft Technologies to the Organization.

## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

To,  
Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

Bill No : 177  
Date : 30.06.2020


S.No.	Particulars	Period	Charges per Qtr	Total (Rs)
01.	AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> April 2020 to 30 <sup>th</sup> June 2020	3 Months	1,43,000	1,43,000 = 00

(1144 Nos x Rs: 500 = 5,72,000 / 4)

Rupees: One lakh forty three thousand only

Net Amount Rs. 1,43,000 = 00

For POWERSOFT TECHNOLOGIES

  
(Authorised Signatory)

## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

To,  
M/S. Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

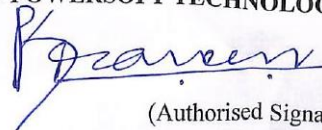
Bill No : 199  
Date : 30.06.2021

S.No.	Particulars	Period	Charges per Qtr
1.	AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> June 2021  (1144 Systems x Rs: 500 = 5,72,000 / 4)	3 Months	1,43,000 = 00

Rupees: One lakh forty three thousand only

Net Amount Rs. 1,43,000 = 00

For POWERSOFT TECHNOLOGIES



(Authorised Signatory)



## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

To,  
Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

Bill No : 181  
Date : 30.09.2020

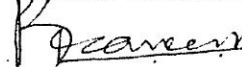
S.No.	Particulars	Period	Charges per Qtr	Total (Rs)
01.	AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> July 2020 to 30 <sup>th</sup> September 2020	3 Months	1,43,000	1,43,000 = 00

(1144 Nos x Rs: 500 = 5,72,000 / 4)

Rupees: One lakh forty three thousand only

Net Amount Rs. 1,43,000 = 00

For POWERSOFT TECHNOLOGIES

  
(Authorised Signatory)

## POWERSOFT TECHNOLOGIES

Flat No. G2, Elite Heights, Somajiguda, Hyderabad – 500 082

### SERVICE BILL

Chaithanya Bharati Institute of Technology  
Gandipet,  
Hyderabad

Bill No : 172  
Date : 30.03.2020

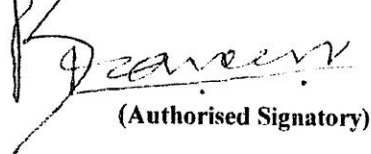
o. Particulars	Period	Charges Per Quarter	Total (Rs)
AMC Charges of your Computer systems and Printers for the period of 3 months from 1 <sup>st</sup> Jan 2020 to 31 <sup>st</sup> March 2020	3 Months	1,43,000	1,43,000 = 00

(1144 Nos x Rs: 500 = 5,72,000 / 4)

Rupees: One lakh forty three thousand only

Net Amount Rs. 1,43,000 = 00

For POWERSOFT TECHNOLOGIES

  
(Authorised Signatory)

16 JUN 2020

## 4. UPS AMC Contract



## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

CBIT/PSD/AMC/52/2022-23

Date: 09.07.2022

**WORK ORDER**

To,  
**M/s. Vivek Control Systems (P) Ltd.**  
 19-75/12/6, Ground Floor,  
 Teachers Colony, Kalyanpuri, Uppal,  
 Hyderabad - 500039,  
 Ph: 9948097973

Sir,

Sub: - CBIT- Annual Maintenance Contract of UPS Systems - Reg.

Ref (i): - Your Quotation No. VCS/AMC/017, Dated: 22.06.2022.

Ref (ii): - Minutes of the 27<sup>th</sup> Meeting of D&P Committee dated: 06.07.2022

\* \* \*

With reference to your quotation cited above and based on further negotiations we had with you on 06.07.2022, we are pleased to place our order for servicing of the following UPS AMC of CBIT, as per terms and conditions given hereunder with effective from 08.07.2022 to 07.07.2023

Sl. No.	Description	QTY	Unit	Unit Price	Total Price
1	Consul 40 KVA UPS	2	No's	18,000	36,000
2	Powerinn 30 KVA UPS	3	No's	15,000	45,000
3	Powerinn, Shreotech 20 KVA UPS	2	No's	12,500	25,000
4	Techser, Consul, Arun Pro, Powerinn, Alfa, 10 KVA UPS	20	No's	8,000	1,60,000
5	Arun Pro 6 KVA UPS	1	No's	5,000	5,000
6	Techser 5 KVA UPS	2	No's	4,000	8,000
7	Powerinn 3 KVA UPS	1	No's	3,000	3,000
Sub-Total		31	No's		2,82,000
Discount					7,000
<b>Net Total</b>					<b>2,75,000</b>
GST - 18%					49,500
<b>Grand Total</b>					<b>3,24,500</b>

**Terms and Conditions:**

- The Maintenance service shall be provided on week days 24/7 and the response time for attention will be 2 Hrs. from the time of request and the resolution will be within 4 Hrs.
- This includes replacement of Parts/Components/Modules etc., at free of cost including labour and excluding Transformers and Battery.

**Chaitanya Bharathi Institute of Technology (A)**

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
 Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
 040-24193276, 79, 80  
 principal@cbit.ac.in www.cbit.ac.in

1 of 2



Continuation Sheet

3. If reported UPS complaint is not resolved within the permissible resolution time a standby is to be provided as a STOP-GAP arrangement.
4. You are required to post one service Engineer / Technician whenever required.
5. The contract includes Preventive Maintenance on a Monthly basis.
6. Payment will made through crossed cheque after providing successful service and submission of bills in triplicate at the end of each Quarter against certification by In-Charge Electrical Maintenance.
7. Court of Jurisdiction at Hyderabad.

**Note:** Our GST No. 36AABTC1906A1ZG

For Chaitanya Bharathi Institute of Technology



PRESIDENT



2 of 2





## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

CBIT/PSD/AMC/43 /2021-22

Date: 15.09.2021.

### WORK ORDER

To,  
M/s. Powerinn Systems & Controls  
H.No. 7-1-217/D, DK Road, Near Nature cure Hospital,  
Ameerpet, Hyderabad - 500016, Ph: 9848032687

Sir,

Sub: - CBIT – Annual Maintenance Contract of UPS Systems - Reg.  
Ref: - Your Quotation No. PISC/Sep/348AG/2122 dated 02.09.2021.  
Minutes of the 20<sup>th</sup> D&P Meeting held on 02.09.2021.

\* \* \*

With reference to your quotation cited above and based on further negotiations held on 02.09.2021, we are pleased to place our order for Annual Maintenance Contract for UPS of all Departments of CBIT, as per terms and conditions given hereunder for a period of One year w.e.f. 01.07.2021 to 30.06.2022.

S. No.	Name of the Equipment	Qty	Amount in Rs.
1	Consul 40 KVA	2	62,720
2	Powerinn 30 KVA	2	47,040
3	Powerinn Shreotech 30 KVA	1	23,520
4	Powerinn 20 KVA	2	31,360
5	Cyber, Eaton 10 KVA	4	31,360
6	Techser, Consul, Arun Pro, Powerinn, Powerinn Alfa, 10 KVA	19	1,48,960
7	Arun Pro 6 KVA	1	4,704
8	Techser 5 KVA	2	7,840
9	Powerinn 3 KVA	1	2,352
<b>Total</b>			<b>3,59,856</b>
GST @ 18%			64,774
<b>Grand Total</b>			<b>4,24,630</b>

#### Terms and Conditions:

1. The maintenance service shall be provided on week days 24/7 and the response time for attention will be 2 Hrs from the time of request and the resolution will be within 4 Hrs.
2. This includes replacement of Parts/Components/Modules etc., at free of cost including labour and excluding Transformers & Battery.
3. If reported UPS complaint is not resolved within the permissible resolution time a standby is to be provided as a STOP-GAP arrangement.
4. You are required to post 1 Service Engineer / Technician full time in CBIT and additional Engineer whenever required.

#### Chaitanya Bharathi Institute of Technology (A)

Chaitanya Bharathi (PO), Kokapet (M), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in

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Continuation Sheet

5. The contract includes Preventive Maintenance on a Monthly basis.
6. Payment will be made through crossed cheque after providing successful service and submission of bills in triplicate at the end of each Quarter against certification by the In-Charge, Electrical Maintenance.
7. Court Jurisdiction at Hyderabad.

**Note:** Our GST No. 36AABTC1906A1ZG

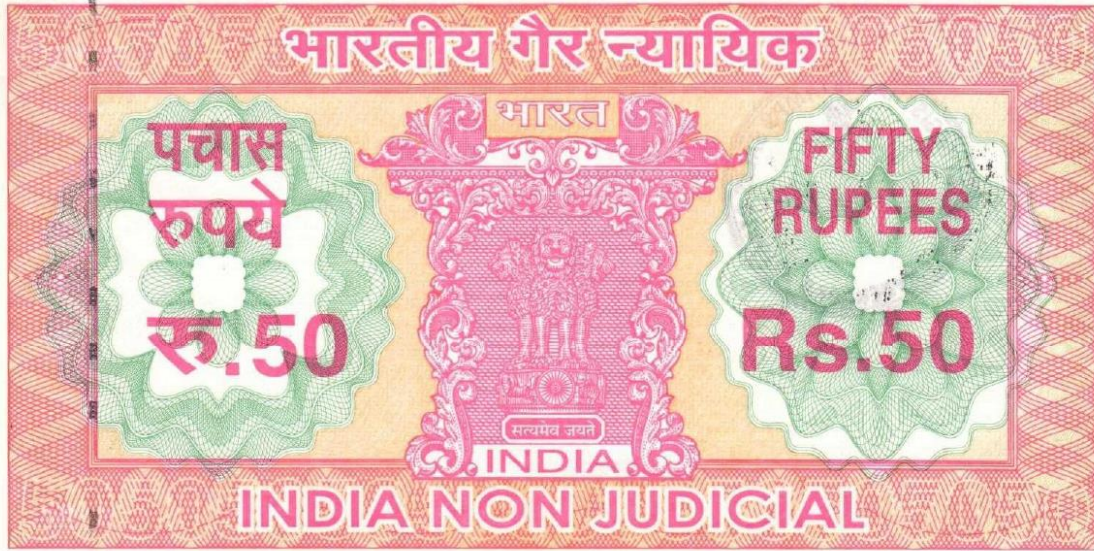
For Chaitanya Bharathi Institute of Technology



PRESIDENT



5. Canteen Agreement



తెలంగాణ తెలంగాణా TELANGANA

S.No.26482 Date:16-07-2019  
Sold to: U.Mar Reddy S/o U.C.Reddy R/o Hyd  
For Whom : Principal, CBIT, Hyderabad.

 H 681470

E.VENKATESH

LICENSED STAMP VENDOR  
L.No.16-07-008/10,RL.NO.16-07-03/2019  
5-3-856/17, G-17, NANDINI COMPLEX,  
M.J.MARKET, HYD-12 PH:9866313526

**SERVICE AGREEMENT**

This Agreement is made and executed on this the 20<sup>th</sup> day of June, 2022 and the said agreement is agreed to and effective from 1<sup>st</sup> May, 2022.


BETWEEN

Chaitanya Bharathi Institute of Technology (CBIT) (hereinafter referred to as 'CBIT'), a Society Regd. No.855 of 2009 with campus at Kokapet (V), Gandipet (M), Hyderabad, Telangana-500075 represented by its President, Sri. N. Subash (CBIT PAN NO: AABTC1906A & GSTIN : 36AABTC1906A1ZG)

AND

M/s. Laxmi Chandra Canteen Service (hereinafter referred to as 'Service Provider'), H.No: 2-1-42/A, Nallakunta, Hyderabad-500 044, Telangana, E-mail : rajenderreddykesara@gmail.com, www.laxmichandracerers.com



  
PRESIDENT  
CBIT

Page 1 of 9





తెలంగాణ తెలంగాణ TELANGANA

S.No.26483 Date:16-07-2019  
Sold to: U.Mar Reddy S/o U.C.Reddy R/o Hyd  
For Whom : Principal, CBIT, Hyderabad.

E.VENKATESH

H 681471

LICENSED STAMP VENDOR  
L.No.16-07-008/10, RL.NO.16-07-03/2019  
5-3-856/17, G-17, NANDINI COMPLEX,  
M.J.MARKET, HYD-12 PH:9866313526

Whereas 'CBIT' nominated M/s. Laxmi Chandra Canteen services (Proprietor : V. Jayaram Reddy) represented by Mr. Kesara Rajender on a trial basis for providing catering services in 'CBIT' canteen for the students and staff for a period i.e., from 1<sup>st</sup> February, 2021 to 31<sup>st</sup> March, 2022 and the 'Service Provider' has agreed to provide the said services as per the menu and rates as per Annexure – I enclosed to this agreement. Further, based on the recommendations of the Canteen Development Committee in its meeting held on 17-03-2022, it is decided to extend the trial contract up to 30th April ,2022 and then enter into an agreement which is effective form 1st May,2022.



  
PRESIDENT  
C.B.I.T.

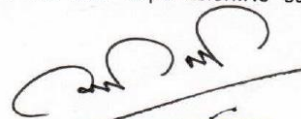


Now this Agreement witnesses and it is hereby agreed by and between the parties as under:

1. TERMS & CONDITIONS

- 1.1 The '**Service Provider**' shall provide catering services (breakfast, Tea, lunch and snacks) to staff and students in the designated Canteen area in '**CBIT**' campus at Gandipet, Hyderabad, as per the menu listed in the appended Annexure-I at the rates mentioned therein (inclusive of all taxes). Specifications, quality and brand of materials to be used (perishable and non-perishable items) shall be as stipulated in the agreed price Menu. Payment of monthly power bill( as per the usage ) and monthly rental( Rs.80,000/+GST as applicable) shall be the responsibility of the service provider. Power bill shall be paid promptly by the service provider within 10<sup>th</sup> day of every month or within the deadline stipulated, whichever is earlier. However, rent may be waived off during the severe pandemic period as witnessed earlier wherein lockdowns were inevitable (h) taxes and levies arising out of running the Canteen
- 1.2 The '**Service Provider**' should not change the menu listed in schedule 1 without explicit permission from the concerned authorities of '**CBIT**'. The '**Service Provider**' should oblige any minor changes to the menu suggested from time to time by the concerned authorities of '**CBIT**' within approved rates as per the Annexure-I attached herewith and forming part of this agreement.
- 1.3 The '**Service Provider**' shall ensure that cooked and uncooked food is stored properly and no stale food is served. He should not use artificial colours in the food items. In case of any food poisoning, the '**Service Provider**' shall be held solely responsible and shall be penalised besides facing legal action as may be appropriate. Further, he is responsible to get and display the statutory certificate(s) such as from Food authority.
- 1.4 The '**Service Provider**' should execute the work as per the '**Scope of Work**' as detailed in Clause 1.19 of this document under his own supervision.No sub-contracting is permissible.



  
**PRESIDENT**  
C.B.I.T.

- 1.5 The '**Service Provider**' should employ sufficient number of supervisors and other staff in the dining halls and kitchen, and deploy them for various kinds of work enumerated in the 'Scope of Work'in an efficient manner. The personnel so deployed shall be issued with proper uniform (as approved by '**CBIT**') by the '**Service Provider**', and photo identity card UNDER its/his signature, company name and seal, which shall be displayed by such personnel while on duty. The '**Service Provider**' shall furnish such of this statement related to the deployment of personnel as and when called for, to the concerned authorities of '**CBIT**'.
- 1.6 The persons so employed by the '**Service Provider**' for providing services under the agreement shall be the employees solely of the '**Service Provider**'. '**CBIT**' have no privity of contract with such employees nor will they be entitled to any access/dealing with '**CBIT**' as the case may be at the time of accidents for any reason or for any compensation that may arise out of any provisions of applicable Laws, settlement of which shall be the sole responsibility of the '**Service Provider**'.
- 1.7 The '**Service Provider**' shall be solely responsible for complying with various labour and other laws as applicable from time to time in respect of persons so employed/engaged by him and shall be solely responsible for any breach or violation of any or all of the provisions of the labour and other laws as applicable from time to time.
- 1.8 the '**Service Provider**' shall have to observe the rules and regulations as laid down by the Municipal Corporation of respective locations for the preservation of health and hygiene and to meet the statutory requirements of the State/Central Government regulations regarding payment of minimum wages, provident fund, ESI, PT, TDS, GST, etc. as applicable from time to time. The '**Service Provider**' shall submit the copies of monthly returns of ESI, EPF payments in the subsequent month. The '**Service Provider**' shall be entirely responsible for proper disposal of the waste generated as a part of and in the course of his catering services and such disposal shall be in total compliance of the laws applicable. Further, he is responsible for maintaining the hygiene in and around the Canteen and take all measures to curb insects, pests and rodents etc. in the premises of the canteen.



A handwritten signature in blue ink is written over a blue stamp. The stamp contains the text "PRESIDENT 1" in a larger font and "G.B.I.T." in a smaller font below it.



- 1.9 The '**Service Provider**' has to insure the staff working with him at his own cost as may be required under any law enforce.
- 1.10 The '**Service Provider**' shall ensure all the security regulations of '**CBIT**' are strictly adhered to and complied with by the personnel engaged by him to provide the services under this agreement. Any violation of security regulations shall be at the cost and risk of the '**Service Provider**'.
- 1.11 The '**Service Provider**' shall ensure for strict supervision of the staff employed by him and on the quality of services provided under this agreement and shall also ensure to co-ordinate with the concerned authorities of '**CBIT**'.
- 1.12 The '**Service Provider**' shall be personally responsible for any theft, dishonesty, and/or disobedience on the part of personnel employed by him for rendering services under this agreement.
- 1.13 The '**Service Provider**' shall carry out regular cleaning and maintenance of dining hall kitchen equipment and utensils. Procurement and realisation of quality cleaning material for dining hall kitchen, kitchen equipment and utensils is responsibility of '**Service Provider**' and the cost is included in the rate coated.
- 1.14 The '**Service Provider**' shall not engage any subcontractor or transfer the contract to any other person/firm/company in any manner.
- 1.15 The '**Service Provider**' shall ensure that equipment/furniture and fixtures provided by '**CBIT**' are not in any way damaged, misused or mis-handled. If any damage occurs to such equipment/furniture and fixtures the same shall be replaced/ got repaired by '**Service Provider**' at his own cost.
- 1.16 The '**Service Provider**' shall be solely responsible either for any injury, damage, accident to the personal employed by him or for any loss or damage to the equipment or property in the areas of work as a result of negligence/carelessness of said personnel of the '**Service Provider**'.



A handwritten signature in blue ink is written above a blue ink stamp. The stamp contains the text 'PRESIDENT' in a larger font and 'C.B.I.T.' in a smaller font below it.

- 1.17 Separate meters shall be installed and the **'Service Provider'** shall pay for the cost of electricity and water consumed in the kitchen, dining halls and food courts as per actuals.
- 1.18 The **'Service Provider'** shall supply food for different needs of **'CBIT'** like FDP's, Workshops, Placement Activity and also for College Fest etc. and the rate mutually agreed upon.
- 1.19 The, **Scope of Work** as per the 'agreed services' include (a) housekeeping services of maintaining the premises of **'CBIT'** Canteen clean and debris free, maintaining the hall and corridors disinfected and clean without any dust, maintaining the kitchen rooms, wash basins, faucets spic and span; (c) maintaining the electrical systems, switch boards, lights, fans etc. in safe and good working condition; (c) maintaining the doors and windows and their fixtures in good working condition; (d) payment of timely wages to all the staff engaged by 'Laxmi Chandra Canteen Service' as per labour laws; (e) Insurance premiums to be borne out of running the Canteen and all other costs and expenses, for running and maintaining the **'CBIT'** Canteen apart from other obligations and responsibilities of **'Service Provider'** in terms of this Agreement.

**2. LICENSES & PERMISSIONS:** **'Service Provider'** shall obtain all LICENSES for Operating the Canteen.

**3.** The **'Service Provider'** hereby agrees and accepts that his area of operation is restricted to the Canteen area in the block called as 'Students Activity Centre' in **'CBIT'** campus at Kokapet (V) and that **'CBIT'** is entitled to enter into agreement(s) with other contractors to run other canteens, cafeterias, bakeries, fast food outlets etc., in other areas other than the designated canteen area in the 'Student Activity Centre' in **'CBIT'** campus at Kokapet (V) and that the **'Service Provider'** will have no objection for the same.

**4. DISPUTES :** In case of disputes or differences at any time between the parties of this agreement in respect of catering services, they shall be resolved in accordance with and



  
**PRESIDENT**  
**C.B.I.T.**  
Page 6 of 9



subject to the provisions of Indian Arbitration Act 1996, and courts at Hyderabad shall have jurisdiction in all matters arising out of or in connection with this agreement. Further, this agreement is subject to Laws of India alone.

**5. PENALTY CONDITIONS :**


5.1 The '**Service Provider**' should ensure

- a. Hygiene and cleanliness in the preparation and serving of food items
- b. Quality of raw materials used for food preparation
- a. Timeliness of Service
- b. Tidiness and cleanliness of surroundings including the kitchen, washing area, garbage disposal area, the dining area and the areas in and around the canteen.
- c. Wearing of uniforms, hair caps, maintain fair, hygiene and washing of hands by '**Service Provider**'s Employees while on duty.
- d. Quantity and Quality of food as per menu specified in the agreement.
- e. Polite Behaviour and Courteousness of '**Service Provider**'s employees to all staff and students.
- f. Total Prohibition of use of Gutkha, Pan, Cigarettes/beedis, alcoholic products by its employees, ganja, narcotics and psychotropic substances etc.,
- g. Periodical Medical Evaluation of the kitchen & servicing staff.
- h. That all the garbage disposal is undertaken by the '**Service Provider**' himself as per the GHMC/Narsingi Municipality rules.

5.2 The performance of the '**Service Provider**' in the above catering services shall be assessed every fortnight by a **Canteen Monitoring Committee** constituted for the purpose by '**CBIT**' with staff and students. Also, payment of bills shall be in accordance with the performance index on a 10 point scale.

5.3 Students feedback shall also be obtained directly on a 5-point scale as part of a food survey report if the rating is below 2.3 a penalty of 5% of the bill amount shall be imposed on Monthly Sales. If the rating is below 2.3, 5 times in an year the contract is liable for Cancellation.



  
**PRESIDENT**  
C.B.I.T.

5.4 If the contract is terminated for the reason mentioned in 3.3 above, the performance security shall be forfeited.

6. Payment to '**Service Provider**' against bill raised together with supporting invoices : The '**Service Provider**' shall furnish copies of the receipts in respect of statutory payments made towards GSTIN, PF, ESI, Professional Tax, Trade Licence Tax, Food and Health Department Fees etc., along with the bill raised by '**Service Provider**' for the services rendered to '**CBIT**' for a particular month, on or before the 3<sup>rd</sup> day of the consecutive month and the '**CBIT**' represented by the concerned department will check will check the bill raised and '**CBIT**' after taking into account the deductions to be made, shall obtain approval for the same from the Canteen Committee on or before the 13<sup>th</sup> day of consecutive month, following which the '**CBIT**' will necessarily pay the said amounts to the '**Service Provider**' before the 18<sup>th</sup> day of the consecutive month. In case '**CBIT**' does not pay the '**Service Provider**' within 15 days of the invoices and consolidated bill being submitted by the '**Service Provider**' to the concerned department in '**CBIT**' then '**CBIT**' shall pay an interest of 9% from the 16th day of having submitted the invoices and consolidated bill by the '**Service Provider**' to the concerned department in '**CBIT**'

7. '**CBIT**' will provide the necessary fire fighting equipment in the designated canteen area and it is the responsibility of the '**Service Provider**' to conduct fire drill every two months in order to check the maintenance and readiness of the fire fighting equipment and the alertness of the staff and students in case of any fire mishap.

#### 8. TERMINATION OF CONTRACT

8.1. Unless both parties mutually agree on an extension, this contract shall automatically terminate on 30.04.2023.

8.2. In the event of any breach and/or failure on the part of the '**Service Provider**' to comply with the terms and conditions of this agreement, the Contract shall be terminated forthwith. '**CBIT**' also reserves the right to cancel/suspend the contractual period for any reason what so ever without assigning any reason and no liability shall be incurred by '**CBIT**' in the event of the aforesaid cancellation/Suspension. However, under the normal



Handwritten signature and stamp of the President, C.B.I.T.  
PRESIDENT  
C.B.I.T.  
Page 8 of 9

circumstances, 'CBIT' it shall give 30 days' notice before the said cancellation/suspension. In addition, if the contract is cancelled, the performance security shall be encashed and forfeited.

In witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective regulations on the day month and year above written.

*[Signature]*  
'Service Provider'



*[Signature]*  
'CBIT'  
PRESIDENT  
C.B.I.T.

**WITNESSES:**

- 1) *[Signature]*  
Dr. P. Rowinder Reddy s/o. P. Bhoom Reddy
- 2) *[Signature]*  
Prof. P. Sreeraj Kumar s/o Late Mr. P. Venkatesh Krishna Kumar





CANTEEN SERVICES

# 2-1-42/A, Nallakunta,  
Hyderabad-500 044, Telangana  
rajenderreddykeesara@gmail.com  
Mobile: 7602345678, 9966972222

## ESTIMATE PRICE LIST

ITEM	BEVERAGES QTY	Date: 26.04.2022	
		OLD RATE	NEW RATE
Tea	90 ml	7	10
Milk	100ml	10	12
Coffee	100ml	10	12
Boost/Horlicks/Bournvita	100ml	15	15
Fruit Juice	250ml	25	25
<b>LUNCH</b>			
Chapathi	(3 nos)		
Curd Rice	300gms	35	40
Lemon Rice	300gms	35	38
Meals(Veg Curry, Dal,sambar/Rasam Pickle,Curd,Papad )	300gms	35	38
Veg Fried Rice	300gms	45	50
Veg Soft Noodles	300gms	50	55
Veg Biryani	300gms	40	43
Extra Rice	300 gms	40	45
Chole Poori	100gms	10	10
<b>Tiffins</b>			
Idly	4 nos	45	50
Wada	4 nos	25	28
Plain Dosa		30	35
Masala/Onion Dosa		20	25
Pesarattu		25	30
Uttapam		25	30
Mysore Bonda		25	30
Poori	4 nos	30	35
Pongal	4 nos	30	35
Tomato bath	300 gms	30	35
Upma	300 gms	25	28
Combo(B/F)	300 gms	25	28
Idly(2) Wada(1) Poori(1)		35	38
<b>SNACKS</b>			
Mirchi Bajji	4nos	30	35
Veg Manchuria		45	50
Tomato Rice		35	40
Jeera Rice		35	38
Veg Pulao		40	45
Corn Samosa		30	35
Punugulu		30	35
Allu Samosa		30	35
Veg Frankee		30	35
		50	55

BAKERY ITEMS AS PER MARKET RATE.

Service Provider

Witnesses:

- 1.
- 2.

CBIT  
PRESIDENT  
C.B.I.T.  
Yours faithfully

For Laxmi Chandra canteen services



Laxmi Chandra Canteen Services  
CBIT COLLEGE (A)-GANDIPET

Menu For Rs.170/-Lunch/Dinner

Sr no	Name of Food Item
1	Chapathi/Poori
2	Veg.Biryani With Basmathi Rice
3	Plain Rice
4	Panner Curry
5	Hot(Mirchi Bajji/Wada)
6	Bendi/Dondakaya fry
7	Dal
8	Sambar/Rasam
9	Fry Curry
10	Curd
11	Chutney
12	Raitha
13	Papad/Frymes
14	Sweet
15	Banana



  
**PRESIDENT**  
C.B.I.T.

**Laxmi Chandra Canteen Services  
CBIT COLLEGE (A)-GANDIPET**

Menu For Rs.100/-Lunch/Dinner

Sr no	Name of Food Item
1	Chapathi/Poori
2	Chana Masala/Aloo Gobi/Aloo Matar/Masala Brinjal
3	Jeera Rice/Veg Fried Rice/Tomato Rice(Sona Masoori Rice)
4	Bendi/Dondakaya fry
5	Dal
6	Sambar/Rasam
7	Plain Rice
8	Curd
9	Chutney
10	Raitha
11	Papad/Frymes
12	Sweet(Gulab Jamoon/Double Ka Meeta/Semiya Kesari)



*[Handwritten Signature]*  
**PRESIDENT**  
C.B.I.T.

## 6. House Keeping Contract



# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

### WORK ORDER

W.O.No: 8/2019/Engg.Dept./CBIT.

1<sup>st</sup> August, 2019

To  
M/s.Meghana House-keeping Consultancy Services,  
Plot No.251, OU Colony,  
Shaikpet,  
Hyderabad – 500 104.

Sub : CBIT – Assignment of Housekeeping work – R&D Bldg and N Block. – *Reg.*  
Ref : Approval given by the Management.

We are pleased to assign the work of Housekeeping in R&D Building and N Block at CBIT at a cost of **Rs.1,34,041.00** (Rupees One Lakh Thirty Four Thousand and Forty One Only) per month excluding GST and including statutory payments, Manpower cost of 10 Housekeepers with one Supervisor and material cost worth of Rs.10,000.00 w.e.f. 1<sup>st</sup> August 2019 subject to Terms and Conditions shown hereunder:

#### Terms & Conditions :

1. Total 10 Housekeepers with one Supervisor should be engaged every day. Any absentee must be compensated from your side.
2. The first cleaning should be completed before 9.00 AM and to be continued till 5.00 PM.
3. A register is to be maintained to record the attendance of your staff attended at CBIT.
4. Only branded/ standard materials are to be used for cleaning purpose.
5. The M/s.Meghana House-keeping Consultancy Services has to take responsibility in the case of emergency drain leakages & clogging.
6. If the work is unsatisfactory, the monthly amount may be deducted on inspection by our Engineering Department.
7. TDS will be deducted as per the Government norms.
8. The price specified above includes ESI & EPF, material cost & Labour cost.
9. ESI & EPF payments to be paid for the persons engaged in Housekeeping Services at CBIT, the monthly payment will be released against submission of the proofs of the ESI & EPF payments.
10. This work order is valid up to 31.07.2020.
11. This work order can be terminated with one month prior notice on either side.
12. Your Staff should work on Sundays and Holidays if declared as a working day.

*Received*  
samatha

8639663214

*[Signature]*  
PRESIDENT

**Chaitanya Bharathi Institute of Technology**  
(An Autonomous Institution)

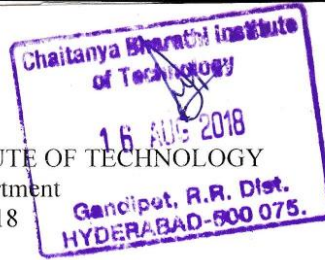
Chaitanya Bharathi (PO), Kokapet (M), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500075, Telangana, India

040-24193276, 79, 80

principal@cbit.ac.in www.cbit.ac.in







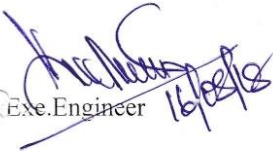
CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY  
Engineering Department  
August 16, 2018

Note Submitted to the President, CBIT.

Sub: Request for approval – House Keeping work – R&D bldg & N Block - CBIT – Reg.  
Ref: Instructions given by the Management.

The management has decided to ~~give the~~ <sup>work</sup> out- source ~~for~~ House keeping in all the buildings at CBIT. In this connection, the Chairman D&P has instructed to call the quotations for the same for N and R&D Blocks only in first phase. Accordingly, we have obtained quotations from three agencies and made the comparative statement. The negotiations were conducted on 30<sup>th</sup> July 2018 in the presence of Chairman D&P and the lowest amount of Rs.1,58,168.00 is offered by the M/s.Meghana House keeping consultancy services with one supervisor and 10 house keepers including material, GST @ 18% and their fee etc.,

The comparative statement which is made after negotiations is enclosed along with quotations. On instructions of the Chairman D&P, the party has already started the house keeping work in R&D building. Hence, it is requested that the above amount of **Rs.1,58,168.00** may please be approved and permission may be given to enter the agreement **with M/s.Meghana House Keeping consultancy services.**

  
Exe. Engineer 16/8/18

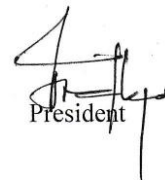
*Approved by Ex. Engr  
in the name of chairman D&P  
Approval may be secured to out-sourcing  
the House Keeping (R&D & N Block) to M/s Meghana  
House Keeping Consultancy Services  
for Rs. 1,58,168/- per ann  
to enter into agreement.  
18/8/18*

Admn. Officer

  
Principal

  
Chairman D&P

  
Member, BOM (F)

  
President



## ANNEXURE

W.O.No: 11/2021/Engg.Dept./CBIT.

November 05, 2021

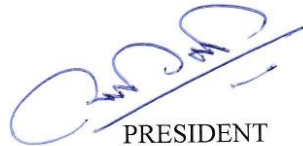
House keeping work - Washrooms and Lab sinks located in all the Blocks

Sl. No.	Particulars	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	Supervisor	1	person	17501.00	17,501.00
2	House keepers	20	persons	12076.00	2,41,520.00
3	Material cost				87,696.00
	Sub Total				<b>3,46,717.00</b>
	Management fee			8%	27,737.36
	<b>Total</b>				<b>3,74,454.36</b>
	Say Rs.				<b>3,74,454.00</b>

Material required per month

Sl. No.	Particulars	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	R2 (Cleaning Soap)	5	Lit	40.00	200.00
2	R9 (Whitenol)	5	Lit	40.00	200.00
3	Dusting cloth	2	Nos.	25.00	50.00
4	Napthalene Balls	100	Gms	40.00	40.00
5	Steel Wool	1	Bundle (250 gms)	50.00	50.00
6	Odonils	2	Nos.	49.00	98.00
7	Plastic Scrubber	1	Nos.	5.00	5.00
8	Mops	1	Nos.	80.00	80.00
9	Harpic	1	Lit	89.00	89.00
	<b>TOTAL</b>				<b>812.00</b>





PRESIDENT





CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)

WORK ORDER

*o/c*

W.O.No: 11/2021/Engg.Dept./CBIT.

November 05, 2021

To  
M/s.Meghana House-keeping Consultancy Services,  
Plot No.251, OU Colony,  
Shaikpet,  
Hyderabad – 500 104.

Sub : CBIT – Assignment of Housekeeping work – Wash rooms in all the Blocks- Reg.  
Ref :1) Approval given by the Management vide office note No: 116/21/Engg.Dept./CBIT dt: 30.09.21.  
2) A meeting was held on 02.11.2021 with the Management, Principal, Maintenance Incharge and M/s.Meghana House-keeping Consultancy Services.

We are pleased to assign the work of Housekeeping of wash rooms and Lab sinks located in all the Blocks (except N Block & R&E Hub) of CBIT at a cost of **Rs.3,74,454.00** (Rupees Three Lakhs Seventy Four Thousand Four Hundred and Fifty Four Only) per month excluding GST and including statutory payments, Manpower cost of 20 Housekeepers and one Supervisor including cost of material w.e.f. 8<sup>th</sup> November 2021 subject to Terms and Conditions shown hereunder:

Terms & Conditions :

1. Total 20 Housekeepers and one Supervisor should be engaged every day. Any absentee must be compensated from your side.
2. The first cleaning should be completed before 9.00 AM and to be continued till 5.00 PM.
3. A register is to be maintained to record the attendance of your staff attended at CBIT.
4. Only branded/ standard materials are to be used for cleaning purpose.
5. M/s.Meghana House-keeping Consultancy Services has to take responsibility in the case of emergency drain leakages & clogging.
6. If the work is unsatisfactory, the monthly amount may be deducted on inspection by our Maintenance Department.
7. TDS will be deducted as applicable.
8. The price specified above includes ESI & EPF, material cost & Labour cost.
9. ESI & EPF payments to be paid for the persons engaged in Housekeeping Services at CBIT, the monthly payment will be released against submission of the proofs of the ESI & EPF payments.
10. This work order can be terminated with one month prior notice on either side.
11. Your Staff should work on Sundays and Holidays if declared as a working day.
12. This work order is valid for two months only i.e. from 08-11-2021 to 08-01-2022.
13. CBIT has every right to cancel this w.o. at any time.

For Chaitanya Bharathi Institute of Technology

*[Signature]*

*[Signature]*

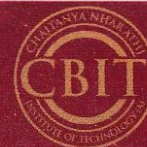
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15/11/21

*[Signature]*

PRESIDENT

Chaitanya Bharathi Institute of Technology (A)

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in



7. Fire Safety AMC

	<b>GOVERNMENT OF TELANGANA STATE DISASTER RESPONSE &amp; FIRE SERVICES DEPARTMENT</b>																																																																	
From The District fire officer, Rangareddy Division.	To, Chaitanya Bharathi Institute of Technology, Kokapet Village, Gandipet Mandal, Ranga Reddy District,																																																																	
Ack. No. <b>383190002021</b> Dated: <b>22/04/2021</b>																																																																		
Sir,	Sub: <b>TELANGANA STATE DISASTER RESPONSE &amp; FIRE SERVICE DEPARTMENT –Rangareddy Division. Renewal of No Objection Certificate for Occupancy to the Non Multi storeyed Building of Block A, B, C, D &amp; E,CBIT/-Kokapet/Gandipet/Rangareddy , – Regarding.</b>																																																																	
Ref:	1. Acknowledgement No <b>383190002021</b> 2. This Office NOC for Occupancy Ack/RC No <b>.2251/A1/2015</b> dt. <b>22/04/2021</b> 3. Non Multi storeyed Building Inspection Committee Report., Ack. No. <b>383190002021</b> , dt. <b>22/04/2021</b> *****																																																																	
<p>1) The Non Multi storeyed Building Inspection committee, vide reference cited (3) has inspected the Non Multi storeyed Building of <b>Block A, B, C, D &amp; E,CBIT/-Kokapet/Gandipet/Rangareddy</b></p> <p>2) The above said building was issued was issued No Objection certificate vide reference cited (2) for Non Multi storeyed Building with <b>2 Ground, 3 Floors, 1 Terrace</b> with a height of <b>14.95</b> Meters for <b>EDUCATIONAL B-2 All others/training institutions</b> Occupancy .</p> <p>3) Now the Builder/Authorized person has requested to issue Renewal of No Objection Certificate for Occupancy to the Non Multi storeyed Building with <b>2 Ground, 3 Floors, 1 Terrace</b> with a height of <b>14.95</b> Meters for <b>EDUCATIONAL B-2 All others/training institutions</b> Occupancy</p> <p>4) Open Spaces:The builder provided the following open spaces all around the building.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Sl.No</th> <th>Side</th> <th>Open spaces as per Noc occupancy</th> <th>Open spaces provided now</th> </tr> </thead> <tbody> <tr><td>a 1</td><td>North</td><td>3.00</td><td>13.87</td></tr> <tr><td>2</td><td>South</td><td>3.00</td><td>25.59</td></tr> <tr><td>3</td><td>East</td><td>3.00</td><td>10.00</td></tr> <tr><td>4</td><td>West</td><td>3.00</td><td>30.00</td></tr> <tr> <th>b Sl. No</th> <th>Gate Width As per Occupancy NOC</th> <th>as per Noc occupancy</th> <th>provided now</th> </tr> <tr><td>1</td><td>Entry gate width</td><td>4.50</td><td>4.5</td></tr> <tr><td>2</td><td>Entry Gate Head Clearance</td><td>5.00</td><td>5</td></tr> <tr><td>3</td><td>Exit Gate Width</td><td>4.50</td><td>4.5</td></tr> <tr><td>4</td><td>Exit Gate Head Clearance</td><td>5.00</td><td>5</td></tr> </tbody> </table> <p>5) Travel Distance</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Item / Description</th> <th>as per Noc occupancy</th> <th>provided now</th> </tr> </thead> <tbody> <tr><td>1</td><td>Farthest point ( Most Remote Point) With in a storey or a mezzanine floor to the door to an Exit.</td><td>10.00</td><td>10.00</td></tr> <tr><td>2</td><td>The Dead end of the corridor length in exit access. ( 6 mtrs for Educational, Institutional and Assembly, 15mtrs for other Occupancies)</td><td>6.00</td><td>6.00</td></tr> </tbody> </table> <p>6) Stair Cases (As per Occupancy NOC) :</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Sl.no.</th> <th>Type of staircases</th> <th>Total width</th> <th>No of staircases</th> <th>Floors from</th> <th>Floors to</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Sl.No	Side	Open spaces as per Noc occupancy	Open spaces provided now	a 1	North	3.00	13.87	2	South	3.00	25.59	3	East	3.00	10.00	4	West	3.00	30.00	b Sl. No	Gate Width As per Occupancy NOC	as per Noc occupancy	provided now	1	Entry gate width	4.50	4.5	2	Entry Gate Head Clearance	5.00	5	3	Exit Gate Width	4.50	4.5	4	Exit Gate Head Clearance	5.00	5	Sl. No.	Item / Description	as per Noc occupancy	provided now	1	Farthest point ( Most Remote Point) With in a storey or a mezzanine floor to the door to an Exit.	10.00	10.00	2	The Dead end of the corridor length in exit access. ( 6 mtrs for Educational, Institutional and Assembly, 15mtrs for other Occupancies)	6.00	6.00	Sl.no.	Type of staircases	Total width	No of staircases	Floors from	Floors to						
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#### 4.4.2 Established Systems & Procedures - Maintenance

1	Internal staircases	1.83	3	Ground	Terrace
2	External staircases	1.83	2	Ground	Terrace

7) Means of Escape Floor Wise Details :

Sl.no	Floor type	Buil-up Area in Sq.Mtrs	Type of Occupancy	Occupant Load	Means of escape required as per Occupancy NOC	Means escape available now
1	Lower Ground	116.82	EDUCATIONAL B-2 All others/training institutions	29.00	0.58	1.83
2	Ground	3171.64	EDUCATIONAL B-2 All others/training institutions	793.00	9.15	9.15
3	1st Floor	3095.34	EDUCATIONAL B-2 All others/training institutions	774.00	9.15	9.15
4	2nd Floor	3095.34	EDUCATIONAL B-2 All others/training institutions	774.00	9.15	9.15
5	3rd Floor	1160.78	EDUCATIONAL B-2 All others/training institutions	290.00	9.15	9.15
6	Terrace	379.98	EDUCATIONAL B-2 All others/training institutions	95.00	9.15	9.15

8) Fire Shaft as per Occupancy NOC:

9) Floor Wise details of Fire Fighting Installations:

Sl.no	Floor Details	Fire Extinguisher	Hose Reel	Automatic Sprinklers System	Manually Operated Electronic Fire Alarm System	Automatic detection and alarm system
1	Lower Ground	1.00	1.00	0.00	0.00	0.00
2	Ground	16.00	4.00	0.00	0.00	0.00
3	1st Floor	16.00	4.00	0.00	0.00	0.00
4	2nd Floor	16.00	4.00	0.00	0.00	0.00
5	3rd Floor	6.00	2.00	0.00	0.00	0.00
6	Terrace	0.00	0.00	0.00	0.00	0.00

10) Fire Fighting Installations As per Occupancy NOC :

Fire Fighting System.	Required As per Occupancy NOC	Provided
Fire Extinguishers	112	112
First Aid Hose Reel	25	25
Wet Riser	1	1
Terrace Tank over Respective Tower Terrace in Litres	25000	25000
Pump Capacity in LPM at the Terrace Tank Level with Minimum Pressure of 3.5 kg/cm <sup>2</sup>	900	900

11) The Non Multi storeyed Building Inspection Committee have reported that the Management has provided the Fire Safety Measures and there is no deficiencies.

12. **Remarks :**

As per the recommendation of the Inspection Committee in Sl. No.6, the issuance of Renewal of NOC for Occupancy is approved.

13) In view of the above and as per recommendations of the Non Multi storeyed building inspection Committee, the Renewal of No Objection Certificate for occupancy is issued to Non Multi storeyed Building with **Block A, B, C, D & E,CBIT/-Kokapet/Gandipet/Rangareddy** with a height of **14.95** Meters for **EDUCATIONAL B-2 All others/training institutions** Occupancy subject to the following conditions

Sl No	Builder and Management Body	Occupant	Management Body and fire and security personnel
1	-a) All the fire protection	All the escape/exit roots shall	All the occupants must know the correct

#### 4.4.2 Established Systems & Procedures - Maintenance

	arrangements shall be maintained in good condition as seen during inspection. -b) Do's and Don'ts in case of fire shall be prominently displayed in entire building	not be kept locked/blocked or encroached	method of operation of the fire fighting systems installed.
2	Any loss of life or property due to non-functioning of fire safety measures and other installations shall be the responsibility of the management.	All occupants shall be trained to operate the fire safety equipment during emergency.	Mock drills should be conducted once in 3 months for initial two years. Thereafter, once in every 6 months.
3	Addition / alteration, if any in the building may be verified by building authority.	Mock drills should be conducted once in 3 months for initial two years. Thereafter, once in every 6 months.	All security personnel shall be trained to operate the fire safety equipment during emergency and guiding the occupants in safe evacuation. Call the fire Brigade by dialing 101.
4	This No objection Certificate for occupancy is valid for Five year from the date of issue of this letter.	Raise the alarm if the fire cannot be controlled, evacuate the area completely at once from the nearest safe exit.	Attack the fire using available fire equipment only if you feel capable of controlling it. If not, take all steps to isolate the area by closing doors and windows.

This Renewal of No Objection Certificate for Occupancy is valid for Five years from the date of issue of this letter. It is the responsibility of the builder to apply for renewal NOC, duly remitting the user charges as per G.O. Ms. No. 71, Home (Prison – A) Department, dated 01-04-2010, two months before expiry of this No Objection Certificate.

Yours Sincerely,  
District fire officer,  
Rangareddy Division.

Copies to:

- i) The Management
- ii) Non Multi storeyed Building Inspection Committee
- iii) Copy submitted to Regional Fire officer
- iv) Copy submitted to DG fire services

"THIS IS COMPUTER GENERATED DOCUMENT AND DO NOT REQUIRE ANY STAMP OR SIGNATURE"

## 8. Green Campus Policy Document



04-02-2020

### Policy Document for Green Campus

The Institute adopts the following practices towards establishment and maintenance of green campus.

#### Maintenance of Greenery :

Encourage plantation of medicinal plants, flowering trees etc., and ensuring proper maintenance of the same by motivating all the faculty to participate in the program "Adopt a Plant" so that a regular close watch can be done to maintain all the trees. Classify all the trees and tag with proper signage boards for awareness among faculty and students of the campus.

Regular watering, pruning of the lawn and plants is facilitated. Implement removal of yard waste and disposal into the compost pits located in the campus.

#### Water Management :

Effective rainwater harvesting and reuse of rejected water from Mineral Water plant is practiced to resolve and manage probable water scarcity problems in future.

Regular inspection of taps is taken up for draining and repair immediately to avoid loss of potable water.

Effective water management through drip pipelines, and recycling of drainage and rainwater is promoted.

#### Waste Management :

Awareness is spread amongst society about the waste management for the ecosystem and methods for its disposal.

Segregation of waste at the source will be executed at all the departments and their laboratories, and canteen. Appropriate bins coloured in blue, and green are placed at every feasible location to collect recyclable and wet waste in the campus. Wet waste is sent for composting in the open compost pits using aerobic methods.



**Renewable Energy :**

Promotion of awareness improvement about renewable energy.  
Promotion of adaptation of solar power equipment / converters.  
Adoption and promotion of power saving electrical equipment.

**Plastic Ban Policy :**

To conduct awareness programs about "Ban on Plastic". Alternate solutions will be adopted to avoid plastic usage and disposal in the campus. Any inevitably generated plastic waste in the campus will be sent to recycling through "Urban Rebox IT Pvt. Ltd.," The principles of Refuse and Reuse will be promoted for elimination of usage of plastic in the institution.

  
**PRINCIPAL**



**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is made and executed on 12<sup>th</sup> April 2022 at Hyderabad.

BY AND BETWEEN

**Urban Rebox IT Pvt Ltd**, having its principal office situated at No. # 11-3-362/3, Mohammadguda, Secunderabad, Hyderabad-500061 and represented by Mr. D. Sai Krishna, Chief Operations Manager referred as “**Rebox**”

Being the First Part

AND

**Chaitanya Bharathi Institute of Technology (CBIT)**, Osman Sagar Rd, Kokapet, Gandipet, Telangana 500075, its administrators, assigns and successors represented by HOD/ Principal, who is duly authorized to sign and execute the MOU. CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (CBIT(A)), established in the year 1979, esteemed as the premier engineering institute in the states of Telangana and Andhra Pradesh, was promoted with an objective to facilitate the best engineering and management education to the students and contribute towards meeting the need of skilled and technically conversant engineers and management professionals, for the country that embarked on an economic growth plan. In its four decades of existence, all the stakeholders of the institute, relentlessly endeavored to position CBIT(A) as an institution that is a leader and an innovator in the ecosystem of engineering higher education and management. With the students being the singular objective, the Institute has established excellent infrastructure such as State-of – the Art laboratories, spacious library with printed and digital collection of books and journals, sports, hostel, and other infrastructure for Research, Innovation, Incubation, Entrepreneurship, extra and co-curricular engagements with a total built-up area of about 57,714 Sq. Mts., in the serene ambience of 50 acres to inspire, encourage and pursue academics. In its relentless strive for academic excellence, CBIT(A) has scaled great heights both nationally and internationally in industry and global universities.

Whereas **Chaitanya Bharathi Institute of Technology (CBIT)** has agreed to collect and give away the dry recyclable waste including any kind of paper waste, Metal waste, Plastic waste & E-waste generated in its college.

Being the Second Part

A handwritten signature in green ink, appearing to read "D. Sai Krishna".

A handwritten signature in blue ink, appearing to read "Principal".

**1. NOW THIS MOU WITNESSETH AS UNDER:**

This is an agreement for a alliance between **Chaitanya Bharathi Institute of Technology (CBIT)** and **Rebox** for the social cause of recycling of Dry Waste and Environment Protection through recycling.

**2. Time period:** This MOU shall be for a period of One year commencing from the date of signing of this MOU.

**3. Roles and Responsibilities of Chaitanya Bharathi Institute of Technology (CBIT):**

1. To ensure source segregation of dry and wet waste at college premise through its staff and students.
2. Chaitanya Bharathi Institute of Technology (CBIT) will give away any kind of paper waste (white printed papers, records, newspaper, carton boxes etc), metal waste, plastic waste & e-waste.
3. Chaitanya Bharathi Institute of Technology (CBIT) shall motivate students to bring dry recyclables like paper, plastic, metal etc. from their home and contribute to Rebox waste collection system.
4. Chaitanya Bharathi Institute of Technology (CBIT) will put-up color-coded bins for waste segregation at different points in college premises.

**4. Roles and Responsibilities of URBAN REBOX:**

1. Rebox will collect all dry recyclable paper, plastic, metal and electronic waste from the college and bring to their facility without any spillage.
2. Rebox will organize sorting of the dry waste into different categories, baling, and appropriate disposal of dry waste.
3. Rebox will make sure the documents collected will be safely and properly discarded and will maintain utmost confidentiality of those documents.
4. Rebox will make payment to Chaitanya Bharathi Institute of Technology (CBIT) under mutually agreed rates with reference to the email from Urban Rebox to the Principal, CBIT dated 31-03-2022 directly into their accounts for the dry recyclable waste collected against the accurate weighment and the type or category of the dry waste. The payment shall be made no later than 15 days from the date of purchase of dry waste from the waste collector. Rebox on the request of Chaitanya Bharathi Institute of Technology (CBIT) may give New A4 paper sheets, Notebooks and Stationery against the value of dry recyclable waste lifted.

**5. Performance of Obligations**

1. The details laid out in this MOU, notwithstanding the essence and spirit of this MOU is an understanding between Chaitanya Bharathi Institute of Technology (CBIT) and Rebox.
2. Any notice or other communication under or in connection with this agreement shall be in writing in the English language and shall be delivered personally or sent by way of





e-mail to the party due to receive the notice or communication at its address set out in this contract or such other address as either party may specify by notice in writing to other.

**ADDRESS FOR COMMUNICATION:**

Following are the address to which all notices shall be sent:

**For URBAN REBOX:**

Urban Rebox IT Pvt Ltd  
H.No. #11-3-362/3,  
Mohammadguda, Secunderabad,  
Hyderabad - 500061  
Phone No.9000479471  
Email ID: [urbanreboxit@gmail.com](mailto:urbanreboxit@gmail.com),  
[support@reboxit.in](mailto:support@reboxit.in)

**For Chaitanya Bharathi Institute of  
Technology (CBIT),**

Address: Osman Sagar Rd, Kokapet, Gandipet,  
Telangana 500075.  
Phone No: 040-24193276  
Email ID: [principal@cbit.ac.in](mailto:principal@cbit.ac.in)

**6. Execution of this Agreement shall be deemed to be**

- a) A confirmation by both the parties that no benefit, either in cash or kind has been provided by either party to the other party or to any officer or employee, or any relative/ associate of any officer or employee of either party or of any of their associate institutions/companies in order to enter into this Agreement, and
- b) An undertaking by both the parties not to provide any benefit, either in cash or kind to any officer/employee/relative/associate of any officer or employee of either party as reward or consideration either for entering into this MOU or other matter relating to this Agreement.

**Other Terms**

7. **Force Majeure:** Neither party shall be liable for damages for any delay or failure to perform its obligations here under, if such delay or failure is due to reasons beyond the control of the concerned party including without limitation, strikes, riots, wars, fires, epidemics, quarantine restrictions, unusually severe weather, earth quakes, explosions, acts of God or state or any public enemy or acts mandated by applicable laws, regulation or order, whether valid or invalid, of any Governmental body.
8. **Dispute Resolution:** It is understood by both the parties that this Agreement is for a social cause and not to make any profit out of the understanding. The Parties covenant that they will comply with all applicable laws and regulations in their conduct pursuant to this Agreement. Any dispute arising out of this Agreement shall be first attempted to settle amicably between the parties.
9. **Arbitration:** Any dispute which is not resolved amicably shall be finally settled by binding arbitration in respect to the matters concerning to the MOU with the Sole Arbitrator to be appointed by the mutual consent of both the parties. The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the Parties. Pending the submission of and/or decision on a dispute, the Parties shall continue to perform their



respective obligations under this Agreement without prejudice to a final adjustment in accordance with such arbitration award.

**10. Governing and Jurisdiction:** This Agreement is subjected to the Jurisdiction of Courts at Hyderabad.

**11. Confidentiality:**

- Both the parties shall agree that it will not make use of, disseminate, or in any way disclose any confidential information to any person, firm or business. Furthermore, the existence of any discussions, negotiations or agreements in progress between the parties shall not be released to any form of public media without written approval of both parties.
- "During the tenure of the MoU the "Rebox" will maintain strict confidentiality of the waste paper having certain CBIT's data, Qn/Answer sheets, finance related and purchase related information etc. and prevent disclosure of all the information. The waste papers received will only be shredded and used for making new paper. "

**12. Amendments**

This Agreement and the Schedules together constitute a complete and exclusive understanding of the terms of the Agreement between the Parties on the subject hereof and no amendment or modification hereto shall be valid and effective unless agreed to by all the Parties hereto and evidenced in writing.

**13. NOTICE /Termination**

Any notice required to be given hereunder shall be given in writing at the address of each party set forth as below in this agreement or to such other address either party may substitute by written notice to the other. Either party may terminate this Agreement by giving 30 days written notice to the other party.

In witness whereof the parties hereto have signed this agreement on the day, month and year mentioned hereinbefore.

For  
Chaitanya Bharathi Institute of Technology (CBIT)

Prof. P. Ravinder Reddy  
Principal, CBIT

For  
Urban Rebox IT Pvt Ltd

D Sai Krishna  
Chief Operations Manager



Witness:

1. (Dr. K. Jagannatha Rao)

2. (Dr. U. K. Choudhary)

(V. Sai Pradeep)





**Looking forward for a green collaboration with your esteemed organization in Solid Waste management.**

Thanking you,  
Yours faithfully  
For Urban Rebox IT Pvt Ltd

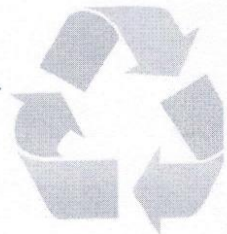
A handwritten signature in black ink, appearing to read 'Sai Krishna D'.

Sai Krishna D  
Chief Operations Manager  
(Ph. 90004 79471)

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**URBAN REBOX IT PVT.LTD.**

#11-3-362/3, MR Complex, Srinivas Nagar, Padmarao Nagar,  
Secunderabad, Telangana State - 500 061  
**GSTIN: 36AACCU3664R1ZM**







8	Core/Dual core Laptop (non-working condition)	400.00
9	i Processor Laptop (non-working condition)	550.00
10	Core/Dual core Laptop (working condition)	800.00
11	i Processor Laptop (working condition)	1400.00
12	Big Xerox Printer	280.00
13	Dot Matrix printer	80.00
14	Printers	180.00
15	Keyboards	8.00
16	Mouses	1.00
17	SMPS	15.00
18	Hard disks	30.00
19	Mother Board	50.00
20	Head Phones	10.00
21	RAM	15.00
22	UPS	80.00
23	Cables / Kg	15.00
24	Modems	30.00
25	Switch	40.00
26	Voltmeter	50.00
27	ID Card Reader	110.00
28	Routers	30.00
29	Inverter/Generator	350.00

**URBAN REBOX IT PVT.LTD.**

#11-3-362/3, MR Complex, Srinivas Nagar, Padmarao Nagar,  
Secunderabad, Telangana State - 500 061  
**GSTIN: 36AACCU3664R1ZM**



**BUSINESS PROPOSAL**

DATE: 31/03/2022

To,  
Chaitanya Bharathi Institute Of Technology (Autonomous),  
Gandipet, RR District, Telangana.

Dear Sir/ Madam,

**Sub: Proposal for lifting recyclable wastes from your esteemed Institution - Regarding.**

Urban Rebox IT Pvt Ltd., is a technology-based waste management start-up, by young and socially responsible entrepreneurs with an objective to safeguard the environment.

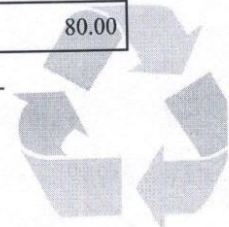
We recover dry recyclable waste and help the materials get to their next best use by ensuring that it is being recycled/up-cycled efficiently, which in turn helps to conserve natural resources and protect the environment.

We would like to pick the dry recyclables from your Institution at below mentioned prices:

Sl.no	Description	Price (Rs/kg)
1.	Paper waste* (books, catron, old records, newspapers, etc.,) *excluding hard bond covers.	15.00
2.	Metal Scrap	20.00
3.	Plastic Scrap	8.00
E-Waste		Price (Per Unit)
1	CPU Working	300.00
2	CPU Not-Working	180.00
3	CPU Empty	30.00
4	Servers	300.00
5	LCD Monitors Working	280.00
6	LCD Monitors Not-Working	100.00
7	CRT Monitors	80.00

URBAN REBOX IT PVT.LTD.

#11-3-362/3, MR Complex, Srinivas Nagar, Padmarao Nagar,  
Secunderabad, Telangana State - 500 061  
GSTIN: 36AACCU3664R1ZM





## 9. Minutes of Institute Maintenance Committee



**CHAITANYA BHARATHI**  
**INSTITUTE OF TECHNOLOGY (A)**  
 Kokapet ( Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in

COMMITTED TO  
 RESEARCH,  
 INNOVATION AND  
 EDUCATION

**42**  
 years

Minutes of the Meeting of the College Maintenance Committee, held on 09.09.2021 at 12:00 Noon in the Conference Hall of CBIT

### Members Present :

1. Prof. P. Ravinder Reddy, Principal, Special Invitee
1. Dr. B. Suresh Kumar, Assoc. Professor, EEE, Member, CMC
2. Dr. K. Kishor, Assoc. Professor, Mechanical Engg., Member, CMC
3. Sri T. Aravinda Babu, Asst. Professor, ECE , Member, CMC
4. Sri T. Vasudeva Rao, Asst. Professor, Civil Engg., Member, CMC
5. Sri V. Santosh, Asst. Professor, IT, Member, CMC
6. Sri P. Krishna Prasad, Asst. Professor, MCA , Member, CMC
7. Dr. M. Anil Kumar, Asst. Professor, SMS, Member, CMC
8. Dr. K. Rajeswari, Asst. Physical Director, Member, CMC
9. Sri K.R.K. Prasad, Project Engineer, Convener, CMC

### Leave of absence :

1. Sri A. Balaji Rao, Assoc. Professor, Civil Engg., Chairman, CMC
2. Sri B. Ramadasu, Asst. Professor, CSE, Member, CMC
3. Dr. Y. Srinivasa Reddy, Asst. Professor, Physics, Member, CMC

The meeting is chaired by Prof. P. Ravinder Reddy, Principal, and conducted the proceedings.

Item No. 1	:	Campus Maintenance
Minutes	:	Principal informed that the campus (outside the buildings) is divided in to 2 zones for cleaning roads, open areas & gardening. Each zone will be monitored by a Faculty In-charge, who is responsible for the upkeep of the cleaning of roads, open area of the campus and greening and gardening of the campus. For this purpose, Principal nominated Mr. T. Vasudeva Rao, Asst. Prof., Dept. of Civil Engineering and Dr. Y. Srinivasa Reddy, Asst. Prof., Dept. of Physics, to regularly monitor the campus and they are the responsible persons for the maintenance of the Campus outside the Buildings and see that each and every person should utilise the dust bins for trash removal. They can utilize the services of the Maintenance Supervisors and Maintenance staff in this regard. They are also advised to educate the students and staff to use dustbins for waste management. They have to ensure that the College is well maintained and cleaned, plants are watered and maintained on regular intervals.

Page 1 of 4



<b>Item No.2</b>	<b>:</b>	<b>Housekeeping of the Buildings</b>
<b>Minutes</b>	<b>:</b>	Principal informed that the Heads of the Departments are responsible for monitoring the housekeeping of their concerned building and maintenance of the cleanliness and attractiveness of the interior areas within campus buildings. They have to ensure and monitor on day-to-day basis on the cleaning tasks with the help of one Faculty and one Non-teaching staff. The nominated faculty and non-teaching staff are responsible for monitoring floor care (dry mop & spot wet mop cleaning), Trash removal, Table top cleaning (sanitization), White board cleaning, cleaning of class rooms, staff rooms, Head of the Department's rooms, Laboratories, Seminar halls, corridors of that particular building. Glass cleaning at main foyer area, Casing cleaning, Wall & doorway surface wipe down, Seating surfaces etc., and sanitization must be done on regular intervals with the help of Maintenance Department. The Heads of the Departments are advised to nominate one Faculty and none Non-teaching staff and inform the same to the undersigned through mail.
<b>Item No.3</b>	<b>:</b>	<b>Toilets Maintenance</b>
<b>Minutes</b>	<b>:</b>	Principal briefed that the washroom maintenance is an important component of overall health of the Staff of Students of the College. If we neglect well maintenance of washrooms, that can affect the health and morale of students and staff. The washrooms shall be cleaned regularly to kill germs and prevent the spread of disease. Principal nominated one Faculty In-charge, one non-teaching staff and one lady faculty to supervise and take steps for regular monitoring and ensure that sufficient water and sanitation facilities available in wash rooms. They should ensure that the washrooms are well cleaned on regular intervals and see that the washrooms are hygienic. They have to take steps to clean the washrooms more frequently and disinfect the surfaces and see that sufficient number of sanitizers are available in the wash rooms. They should also see that the repairs and maintenance should be immediately addressed, if any. The nominated staff list is enclosed herewith for information and necessary action of all the concerned. The nominated staff are further directed to maintain log books in which, details of cleaning toilets, repairs done should be properly recorded daily. The overall in-charge for the upkeep of female toilets is Dr. K. Rajeswari, Asst. Physical Director. The overall in-charges for the upkeep of male toilets in the entire campus are Sri B. Ramadasu, Asst. Prof., Dept. of CSE & Sri V. Santhosh, Assistant Professor, Dept. of IT.  It is also decided that the quotations shall be called for various companies for outsourcing the scavengers for toilets maintenance.
<b>Item No.4</b>	<b>:</b>	<b>Lifts Maintenance</b>
<b>Minutes</b>	<b>:</b>	Principal advised to identify the Non-teaching staff from each department, who are responsible for the maintenance, cleaning and



	repairing of the concerned block lifts. They are responsible for regular checking up of the auto rescue device system in the lifts and batteries with the help of the electricians. If found any repairs, they should call the toll free number of the company and the repair should be addressed immediately. The nominated non-teaching staff list is enclosed for information and necessary action of all the concerned. The overall in-charge for the Lift maintenance is Dr. M. Anil Kumar, Asst. Prof., SMS.
<b>Item No.5</b>	<b>: Electrical Maintenance &amp; UPS</b>
<b>Minutes</b>	: Principal informed that Dr. B. Suresh Kumar, Assoc. Prof., Department of EEE, is the in-charge for electrical maintenance of the entire campus. He should regularly monitor general electrical maintenance viz., switch boards, ceiling fans, tube lights, street lights, earth pits maintenance, general maintenance and annual maintenance etc. In this connection, Dr. B. Suresh Kumar requested Principal to provide 3 more electricians viz., one 11 KV supervisor and two technicians etc.
<b>Item No.6</b>	<b>: Maintenance of Closed Circuit Cameras in the Campus</b>
<b>Minutes</b>	: Principal nominated Mr. P. Krishna Prasad, Assistant Professor, MCA, to look after the maintenance of CC cameras of the entire campus with the help of Mr. G. Koti Babu, Computer Operator and see that each and every CC camera will be under working condition and see that the information should be retrieved as and when required. If they find any problem in the working condition of the CC cameras, the same should be rectified immediately by contacting the concerned supplier / vendor. The Maintenance Committee has recommended to enter into AMC with the concerned supplier / vendor. Hence, Mr. P. Krishna Prasad, is directed to look in to the same.
<b>Item Nos. 7 &amp; 8</b>	<b>: Maintenance of LCD Projectors &amp; AV Solutions</b>
<b>Minutes</b>	: Principal nominated Sri T. Aravinda Babu, Assistant Professor, Department of ECE, for looking after the maintenance of LCD projectors & AV solutions of the entire campus. Principal directed him to identify two more faculty and two technicians, to help him in this regard.
<b>Item No. 9</b>	<b>: Maintenance of drinking water in the campus</b>
<b>Minutes</b>	: Principal nominated Sri I. Bala Krishna, Assistant Professor, Dept. of Chemical Engineering as the over all in-charge for this activity and a faculty and a non-teaching staff should be identified for each block (where the RO system plants are installed) and they are directed to see that the drinking water should be available without any interruption and the cleanliness of the water in the concerned RO System plant. They are further advised to get water potability certification from the concerned authorities every year which is required to be uploaded on the AICTE Web portal.

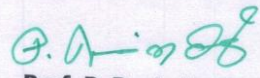


<b>Item No.10</b>	: <b>Any other item with the permission of the Chair :</b>
<b>Minutes</b>	<p data-bbox="549 398 1018 427">: <b>Maintenance of Firefighting Equipment :</b></p> <p data-bbox="549 450 1270 734">Principal briefed the importance of upkeep and maintenance of fire fighting equipment, installed in the campus. He informed that the safety against fire is a very important thing at work places. Fire safety can easily be ensured by having Fire Fighting Equipment and proper Fire Protection. The importance of Fire fighting equipment is an indispensable one to ensure maximum Protection against fire. The Major Fire Fighting Equipment installed in our campus are: Fire Extinguishers and Fire Hoses – Fire Hose is a major necessity for fighting major Fires. Fire Hose is a hose having high pressure and is made to carry water or a Fire retardant like foam to extinguish fire.</p> <p data-bbox="549 757 1270 936">In this connection, the list of faculty and staff have been identified for monitoring and maintenance of the fire extinguishers and fire hoses installed in the campus, is attached as Annexure. They have to arrange for mock drill quarterly with the Fire Fighting Department authorities. Further, they are directed to ensure that the pumps and hoses installed in the terraces of every building are in working condition.</p> <p data-bbox="549 969 922 999"><b>Security Services in the Campus :</b></p> <p data-bbox="549 1021 1270 1189">Provides personal, equipment, and real property security for faculty, staff, students, and visitors in the campus. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response, emergency management, if required.</p> <p data-bbox="549 1211 1058 1240"><b>Duties and Responsibilities of Security personnel :</b></p> <ol data-bbox="549 1240 1270 1715" style="list-style-type: none"> <li>1. Patrols assigned area on foot to ensure personal, building, and equipment security.</li> <li>2. Examines doors, windows, and gates to ensure security; uses Institute's keys to open and close buildings; monitors closed buildings for unauthorized persons and / or suspicious activities.</li> <li>3. Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.</li> <li>4. Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.</li> <li>5. Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.</li> <li>6. Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.</li> </ol>



	<ol style="list-style-type: none"><li>7. Patrols and monitors assigned parking areas and/or parking garages to provide public security and assistance.</li><li>8. Maintains security controls for issued College keys; safeguards and controls issued Institute's equipment.</li><li>9. Prepares routine, standardized reports.</li><li>10. Performs miscellaneous job-related duties as assigned.</li></ol> <p>The Overall In-charge for monitoring the Security Services in the Campus is Mr. K.R.K. Prasad, Convenor, Campus Maintenance Committee.</p>
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That there being no other item, the meeting was concluded with thanks to the Chair.



**Prof. P. Ravinder Reddy**  
**PRINCIPAL**



**ANNEXURE TO THE MINUTES OF MEETING OF  
COLLEGE MAINTENANCE COMMITTEE**

**The following Staff are identified under Item No.3 - Toilets Maintenance :**

A) Overall In-charges for Male Toilets :

1. Sri B. Ramadasu, Asst. Professor, CSE
2. Sri V. Santosh, Asst. Professor, IT

B) Overall In-charge for Female Toilets:

1. Dr. K. Rajeshwari, Asst. Physical Director

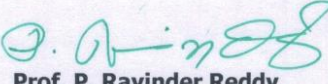
**Block-wise In-charges :**

S.No	Name of the Block	Name of the Staff	Designation & Dept.	Contact No.
1	<b>A, B &amp; F - Blocks</b>	Sri Viswanath Gopisetty	Asst. Prof / CED	8220541914
2		Sri K. Balaiah	Technician Gr-III / CED	9949902462
3		Smt. B. Bhagyalakshmi	Technician Gr-III / CED	9347450452
1	<b>C - Block</b>	Sri B. Ramadasu	Asst. Prof / CSE	9849132420
2		Dr. E. Padmalatha	Asst. Prof/ CSE	9912233687
3		Sri M. Suryaprakash	Programmer / CSE	9247578551
4		Smt. T. S. Praveena	Programmer / MCA	9885976422
1	<b>D, E &amp; G - Blocks</b>	Sri V. Jaipal Reddy	Asst. Prof / MED	9966336477
2		Sri Srinivas	Technician Gr-III/ MED	8328048281
3		Smt. P. Anjani Devi	Asst. Prof / MED	9959408547
1	<b>K - Block</b>	Mr. K. Prasad Babu	Asst. Prof / CHEMICAL	6304598984
2		Mr. V.Sanjeev Reddy	Technician / CHEMICAL	9849374375
3		Dr. M. Subhadra	Asst. Prof / Physics	9290710624
1	<b>L- Block</b>	Sri I. Pranav	Asst. Prof / EEE	9949871871
2		Sri M. Mallesh	Attender / IT	9704675142
3		Mrs. B. Kavitha	Programmer / IT	7396746898
1	<b>M - Block</b>	Dr. K. Rajgopal	Asst. Prof/ Biotechnology	9963902775
2		Mr. B. Baasha	Asst. Prof / Biotechnology	9885875810
3		Smt. B. Madhavi Latha	Technician Gr -II Biotechnology	9959508009
1	<b>N - Block</b>	Sri K. Sai Krishna	Asst. Prof/ ECE	9000285206
2		Smt. M. P. Radha	Technician Gr-III/ ECE	8790058976
1	<b>Sports Block</b>	Dr. R. Rajeswari	Asst Physical Director / Physical Education	9866706855
1	<b>Library &amp; J Block</b>	Sri M. Ramchandra Reddy	Jr. Library Assistant / Library	9948858885
1	<b>COE Office</b>	Sri A. Krishna Reddy	Programmer / CoE	9949677556



#### 4.4.2 Established Systems & Procedures - Maintenance

8	<b>Sports Block &amp; Library Block</b>	Mr. Ramachandra Reddy	Jr. Library Assistant / Library	9948858885
9	<b>CoE Office</b>	Mr. K. Madhu	Computer Operator, CoE	8309217415
10	<b>Generator Block</b>	Mr. Srinivas	Maintenance Section	
11	<b>R&amp;D Block</b>	Sri K. Laxmanna	Senior Research Assistant - R & D	9177935064
12	<b>Canteen Block</b>	Mr. N. Venkat Reddy Mr. Y. Prasad Rao	Asst. Programmer & Computer Operator, Placements	9989693219 9701239306
13	<b>PG Block</b>	Sri Vijay Chander	Record Assistant / SMS	9912547375

  
**Prof. P. Ravinder Reddy**  
**PRINCIPAL**



#### 4.4.2 Established Systems & Procedures - Maintenance

1	<b>R&amp;D Block</b>	Sri K.Laxmanna	Senior Research Assistant / R & D	9177935064
1	<b>Students Activity Block</b>	Dr. N.L.N. Reddy	Director Career Development Center	9849466587
2		Sri Venkat Reddy	Asst. Programmer / Placements	9989693219
1	<b>PG Block</b>	Sri S.Tulasi Ram	Asst. Prof / SMS	9704888306
		Smt. J Mounika Reddy	Asst. Prof / SMS	9032949143

**The following Staff are identified under the Item No.4 - Lifts Maintenance :**

Over all In-charge : Dr. M. Anil Kumar, Assistant Professor, SMS

S.No	Name of the Block	Name of the Faculty / Staff	Designation & Dept.	Contact No.
1	<b>C - Block</b>	Mr. E. Sanjeeva Reddy	System Engineer / CSE	8413201312
2	<b>PG - Block</b>	Sri Vijay Chander	Record Assistant / SMS	9912547375
3	<b>Students Activity Block</b>	Mr. Y. Prasad Rao	Computer Operator / Placements	9701239306
4	<b>K - Block</b>	Sri S. Narsimha Reddy	Technician Gr III / Physics	9440163372
5	<b>L - Block</b>	Sri P. Venumadhava chary	Technician Gr III / EEE	9000607685
6	<b>M - Block</b>	Sri Shiva Kumar	Lab Assistant Physics	9849198961
7	<b>N - Block</b>	Sri K. Vijay Bhaskar	Lab Assistant / ECE	9247229804
8	<b>R&amp;D - Block</b>	Sri K. Laxmanna	Senior Research Assistant - R & D	9177935064

**The following Staff are identified under the Item No.10 - Maintenance of Firefighting equipment :**

Over all In-charge : Sri I. Bala Krishna, Assistant Professor, Chemical Engg. Dept.

S.No	Name of the Block	Name of the Faculty / Staff	Designation & Dept.	Contact No.
1	<b>A, B &amp; F - Blocks</b>	Mr. K. Balaiah	Technician Gr. II, CED	9440716764
		Mr. A. Rajasekhar	Spl. Gr. Techn. Gr.III, CED	9949902462
2	<b>C - Block</b>	Mr. Sangeev Kumar	Programmer, CSE	9949509375
		Mr. Ramesh	Record Assistant, AEC	9908423426
3	<b>D, E, G &amp; J - Blocks</b>	Mr. M. Laxmaiah	Technician, MED	9603853425
		Mr. Lava Kumar	Skilled Asst. MED	9908513353
		Mr. V. Bhaskar	Technician, MED	
4	<b>K &amp; H- Blocks</b>	Mr. Siva Kumar	Technician, Physics	9849198961
		Mr. Santi Jayakar	Technician, Chemistry	
		Mr. M.L. Chary	Technician, Chem. Engg.	9885095179
5	<b>L - Block</b>	Mr. G.V. Kishore	Computer Operator, IT	9989612292
6	<b>M - Block</b>	Mr. Sk. Amir	Skilled Asst., Biotech.	9010795424
7	<b>N - Block</b>	Mr. M. Krishna	Technician Gr. II, ECE	9246535517



Security Services SLA



తెలంగాణ తేలంగానా TELANGANA

S.No.....6.1.88..Date: 26 JUL 2018  
Sold To: U. Mar Reddy  
S/o, U.C. Reddy  
For Whom: Principal, C.B.I.T. Hyderabad.

*Swapna M* 959903  
B. SWAPNA  
LICENSED STAMP VENDOR  
Lic.No.16-08-14/2016 (South)  
D.No.23-5-1169, Gowlipura,  
Cell:9493864665

**SERVICE AGREEMENT**  
**(For Security Services)**

This Service Agreement is made and executed on this the 23<sup>rd</sup> day of July 2022, at Hyderabad. By and Between

Chaitanya Bharathi Institute of Technology (CBIT) (hereinafter referred to as 'CBIT'), a Society Regd. No.855 of 2009 with campus at Kokapet (V), Gandipet (M), Hyderabad, Telangana-500075 represented by its President, Sri. N. Subash (CBIT PAN NO: AABTC1906A & GSTIN : 36AABTC1906A1ZG email: principal@cbit.ac.in) hereinafter referred to as 'CBIT' which term wherever occurs shall mean and include its Executors, Legal Representatives and Assignees etc., on the FIRST PART.

**AND**

M/s. B SECURE PROTECTION & GUARDING PVT. LTD., a Company incorporated under the provisions of Companies Act, 1956 having its Registered Office at Plot No. 1, House No. 605, Street No. 13, Lepakshi Colony, Maredpally, Secunderbad-

**For B Secure Protection & Guarding Pvt. Ltd.**

*[Signature]*  
Authorized Signatory

*[Signature]*  
President  
CBIT

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500026, Phone No. 040-4002 4731, email: info@bsecureindia.com Represented by Mr. Srikumar M. Nair, Executive Director, hereinafter referred to as the '**Security Agency**' which expression shall mean and include unless excluded by or repugnant to the context, its Successors in interest and Assignees of the SECOND PART.

('CBIT' and '**Security Agency**' are hereinafter collectively referred to as the "Parties" and individually as "Party")

WHEREAS, '**CBIT**' Promoted and Managed by Chaitanya Bharathi Educational Society (CBES), Kokapet (Village), Gandipet (Mandal), is established in the Year 1997 and offering UG and PG programmes in Engineering and Technology.

AND WHEREAS,

'**Security Agency**' engaged in providing Security Services to various Organizations and Companies, offered to provide the Services to '**CBIT**' and '**CBIT**' agreed to take the Services of the Agency at '**CBIT**' campus situated at Kokapet Village, Gandipet mandal, HYDERABAD.

The '**Security Agency**' has approached '**CBIT**' to appoint to provide Security Services and has assured that it has due Infrastructure, Experience and Expertise in providing Professional Security Services and Represented that it is duly Registered under the Contract Labor Act/Shops and Establishment Act and the Employee's Provident Funds Act, 1952 etc.

Based on the representations of the '**Security Agency**', '**CBIT**' has agreed to appoint and take the Services of the '**Security Agency**' and the '**Security Agency**' has agreed to render its Services to '**CBIT**' on the Terms and Conditions mentioned hereunder.

Both the Parties herein agreed and desire to reduce to writing all the Terms and Conditions governing this Agreement that they have mutually agreed to.

For B Secure Protection & Guarding Pvt. Ltd.

  
Authorized Signatory

  
President  
CBIT

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**NOW THIS AGREEMENT WITNESSETH, AS FOLLOWS:**

**1. PREMISES:**

That the 'Security Agency' shall provide Security Services at the premises of 'CBIT' situated at Kokapet Village, Gandipet Mandal, Hyderabad – 500 075.

**2. CONTRACT PERIOD:**

The Contract shall remain valid for a period of 12 Months, starting from 1<sup>st</sup> July 2022 and expires on 30<sup>th</sup> June 2023. It may be extended for a further period on fresh Terms and Conditions with the mutual consent of the Parties.

**3. PAYMENTS:**

3.1. The consideration amount shall be payable on monthly basis. The Fee or consideration will be paid as per the Attendee and satisfactory Service of the Security Personnel deployed by the Agency.

3.2. The Payments shall be made as incorporated in the Table below. The Monthly consideration for all the Services is fixed by taking into consideration of all the Service benefits and Statutory compliances/Labor Laws.

Sl. No.	No. of Security	Consideration Per Person in Rs.	Total Amount in Rs.
1.	15 - Security Guards	15,000/-	2,25,000/-
2.	01 - Lady Guard	15,000/-	15,000/-
3.	03 Asst. Security Officer	19,000/-	57,000/-
<b>Total Amount</b>			<b>2,97,000/-*</b>

For B Secure Protection & Guarding Pvt. Ltd.  
 Authorised Signatory

\* Includes all taxes, Education Cess & Variable DA as per minimum wages act.  
 \* GST extra if applicable.

3.3. The 'Security Agency' shall submit the Attendance Sheet of its Personnel along with their Bill for every Month.

3.4. If 'CBIT' requires extra Security Personnel, the Payment will be a proportionate amount to the number deployed which will be paid to the Agency.

For B Secure Protection & Guarding Pvt. Ltd.

Authorised Signatory

President  
 CBIT

- 3.5. The Payments to the Agency shall be made by 'CBIT' on or before 10<sup>th</sup> of every Month for the Satisfactory Services rendered by 'Security Agency' in the previous Month.

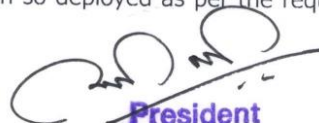
**4. MANPOWER**

'Security Agency' shall deploy total **16 (Sixteen)** Security Personnel and **03 (Three)** Asst. Security Officers at 'CBIT'. The Agency Guards shall be on Duty in 8hrs Three Shifts for 24 Hours.

**5. RESPONSIBILITIES OF THE SECURITY AGENCY:**

- 5.1. The 'Security Agency' shall render the Services with utmost care and efficient manner throughout the tenure of the Agreement.
- 5.2. The 'Security Agency' shall maintain a Log Book evidencing the Attendance of the Staff, Working Hours etc. The Log Book maintained by the 'Security Agency' shall be produced for inspection by 'CBIT' involving; Secretary, Chairman D&P and Principal along with one Authorized Person from the Society at any time on demand.
- 5.3. Only Adult Personnel shall be deployed for Duty by the 'Security Agency' and the 'Security Agency' shall be responsible for the discipline of Personnel deployed.
- 5.4. The 'Security Agency' shall provide Uniform to each of its Staff Members and ensure that they are properly attired including Dress, Shoes, Cap and also carry ID Cards, duly signed by the Executive Director of the Agency.
- 5.5. 'CBIT' shall not be responsible for any claims, Statutory or of whatsoever nature against the Security Agency from third Party including, ESI, PF, etc., if any, from the Personnel deployed.
- 5.6. The 'Security Agency' is responsible for the Attendance, Changeover, Night Patrolling, Checking punctuality, Sincerity and Discipline of the Security Guards, performance of Duties such as Locking, Movement Control as per the Orders and Instructions of 'CBIT' involving; Secretary, Chairman D&P and Principal along with one Authorized Person from the Society which will be duly informed by the Head of the Institution and the Agency will suitably adjust strength so deployed as per the requirement of

'CBIT'.  
For B Secure Protection & Guarding Pvt. Ltd.  
Authorized Signatory

  
President  
CBIT

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- 5.7. The Personnel deployed by '**Security Agency**' have to follow and observe the instructions by '**CBIT**' involving; Secretary, Chairman D&P and Principal along with one Authorized Person from the Society with regard to Security, Conduct, general Behavior etc. The '**Security Agency**' shall ensure that their Employees strictly follow these instructions and the instructions amended after Audit of operations from time to time.
- 5.8. The '**Security Agency**' shall indemnify against any claim, loss, damage occurred, or caused to the '**CBIT**' due to willful Acts or Omissions or carelessness or negligence of the Security Guards employed by the '**Security Agency**' while on duty at '**CBIT**'.
- 5.9. Polite behaviour and courteousness of '**Security Agency**' employees to all staff and students.
- 5.10. Total Prohibition of use of Gutkha, Pan, Cigarettes/beedis, alcoholic products by its employees, ganja, narcotics and psychotropic substances etc.,
- 5.11. Periodical Medical Evaluation of the staff.

**6. DUTIES OF THE SECURITY PERSONNEL:**

- 6.1. The '**Security Agency**' and its Staff shall take proper and effective precautions to prevent any kind of theft, trespassing by Outsiders and Secure the Areas of responsibility assigned to them by '**CBIT**'.
- 6.2. The Security Personnel should monitor the Visitors by issuing Passes after duly verifying the purpose of the Visit and the Person concerned and posting the same in the Register signed by the Visitor.
- 6.3. The Security Personnel will have to maintain Register for the outgoing Assets and equipment after verifying with the Head of the Institution or the Head of the concerned Department the reason for the movement of the Asset or Equipment.
- 6.4. The Institution Buses should also be checked for any outside Persons travelling in the Bus at the Security Gate Entrance before allowing the Bus inside.
- 6.5. The Parking should be monitored by the Security Personnel to ensure proper alignment of Vehicles and at the places allotted to the Students, Staff, Members and Visitors.

For & Secure Protection & Guarding Pvt. Ltd.

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President  
CBIT

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6.6. The Security Personnel of the '**Security Agency**' shall not accept any Monetary/ Gratuitous consideration or reward in any shape or form during the Duty Hours either from the Visitors or from '**CBIT**' Personnel.

6.7. The '**Security Agency**' shall do and perform all such Security Services, Acts, Matters and things connected with the Administration, Superintendence and conduct of the Security arrangements and Emergency procedures, Code of Conduct, Confidentially, Duties of Guards and Emergency procedure issued by '**CBIT**' involving; Secretary, Chairman D&P and Principal along with one Authorized Person from the Society from time to time.

6.8. The Security Personnel shall wear the Identity cards, Badge of the Security Agency and the Security Agency shall ensure that they Report for duty on time punctually.

**7. TAX IMPLICATIONS:**

The '**CBIT**' shall deduct TDS/ applicable Taxes at the prescribed ongoing rates on the total amount of the Bill submitted by the '**Security Agency**' and also other statutory dues.

**8. TERMINATION:**

8.1. Unless both parties mutually agree on an extension, this contract shall automatically terminate on **30.06.2023**.

8.2. In the event of any breach and/or failure on the part of the '**Security Agency**' to comply with the terms and conditions of this agreement, the Contract shall be terminated forthwith. '**CBIT**' also reserves the right to cancel/suspend the contractual period for any reason what so ever without assigning any reason and no liability shall be incurred by '**CBIT**' in the event of the aforesaid cancellation/Suspension. However, under the normal circumstances, '**CBIT**' shall give 30 days' notice before the said cancellation/suspension.

**9. JURISDICTION:**

In case of disputes or differences at any time between the parties of this agreement in respect of services, they shall be resolved in accordance with and

For B Secure Protection & Guarding Pvt. Ltd.  
  
Authorized Signatory

  
President  
CBIT

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subject to the provisions of Indian Arbitration Act 1996, and courts at Hyderabad shall have jurisdiction in all matters arising out of or in connection with this agreement. Further, this agreement is subject to Laws of India alone.

In WITNESS WHERE OF This Agreement which is being executed by and between the Parties hereto, on the Day, Month and Year first above mentioned in the presence of the following Witness.

For **Secure Protection & Guarding Pvt. Ltd.**  
  
**'Security Agency'**  
Authorized Signatory

  
**'CBIT'**  
President  
**'CBIT'**

**WITNESSES:**

- 1).   
Do. P. Ravinder Reddy & P. Bhoom Reddy
- 2).   
K.R.K. Prasad & K. Rama Rao