



Syst Admin

29/09/2025

From,

**Dr. Niranjan Rai**  
Associate Professor and Exam coordinator (VTU)  
Department of Mechanical Engineering

To,

**The System Admin**  
Canara Engineering College

Respected Sir,

**Subject: Request for Repair of RISO CZ 180 Photocopy Machine – Replacement of Thermal Print Head**

I would like to bring to your kind attention that the **RISO CZ 180 Photocopy Machine** in our office (CIE control room) is not functioning properly due to a fault in the **Thermal Print Head**. As this component is essential for the smooth operation of the machine, it requires immediate replacement.

Since this photocopy machine is extensively used for academic like CIE test question paper printing and administrative purposes (where mass copies are needed), its downtime is causing inconvenience in day-to-day work. Hence, I kindly request you to approve the necessary repair and replacement of the Thermal Print Head at the earliest through authorized service personnel (Quotation is attached here)

Your approval in this regard will help us ensure uninterrupted office and academic support services.

Thank you

Yours sincerely,

**Dr. Niranjan Rai**

*How* 29/09/25

*AS this Printn is used for taking Printout of all the sessional exams question paper and used extensively. It is need to be repaired and*

*Quotation attached. No service cost only part Replacement*

*Prayen*  
10.10.25

*Prayen*  
*CSM*



# Bharathi Shree Bharathi Systems & Services

Systems & Services

Panchami Complex, Opp. KSRTC Bus Stand, Bejai, Mangaluru - 575 004

Date: 24/09/2025

To,

Canara Engineering College  
Benjanapadavu, Bantwal.

Dear Sir,

Sub: Quotation for repair of RISO RISO CZ 180 Machine

Sl. No.	Models & Description	Amount(Rs.)
1.	Thermal Print Head	13,500.00
	GST @ 18%	2,430.00
	Total	15,930.00

**Terms and Conditions:**

- GST included @18%
- Delivery: within 7 Days after PO Confirmation.
- Validity: 15 Days.
- Payment: Immediate.
- Our GSTIN- 29ADLPN8983H1ZN.

Thanking you,

For Shree Bharathi Systems & Services

For Shree Bharathi Systems & Services  
*Chauhan*  
#BharathiSBS

Authorised Signatory

*Forwarded for Approval*  
*2.10*  
*P.O. may be issued*  
*10.10.25*

Ph: Off : 0824-2210848 | Service: 2219848 | Mob: +91 81838 61521, 98453 48541

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