

Purchase Order



Purchase Order PO-21977	Date 24-Jul-2024	Revision 0
Buyer SHIV KUMAR	Phone 0124 4535500	Currency INR

Canara HSBC Life Insurance Company Ltd
139 P,
Sector 44,
GURUGRAM GRNL 122003
India

Ship To Canara HSBC Life Insurance Company Ltd
139-P, Sector 44
Gurugram-122003
Haryana
India

Vendor 19347
Claritus Management Consulting
Pvt Ltd
A 27 C, SECTOR 16, NOIDA,
NOIDA
Uttar Pradesh
201301

Bill To Canara HSBC Life Insurance Company Ltd
139-P, Sector 44
Gurugram-122003
Haryana
India

Vendor GSTIN: 09AACCC3838K1ZF

HUB-GSTIN: 06AADCC1881F1ZW

Item#	Item/Description	Quantity	UOM	Unit Price	Amount
1000000356	CSP-1 Year - Exchange Online (Plan 2) Cost	2	EA	6,384.00	12,768.00
1000000356	CSP-Prorate Microsoft Copilot for Microsoft 365 Cost	1	EA	13,493.15	13,493.15
Total PO Amount					26,261.15

Exchange Online (Plan 2) & Microsoft Copilot License.

Terms & Conditions

1. Payment: 100% payment shall be released against delivery of licenses and within 30 days of submission correct invoice.
2. GST: Extra as applicable.
3. License to be mailed at: ess.license@canarahsbclife.in
2W

STANDARD TERMS & CONDITIONS OF PURCHASE

1	Scope: The Purchaser's order and subsequent amendments, if any and Supplier's acceptance in writing without any alternations thereto or shall constitute the contract
2	Prices: The price governing the order shall remain firm till the execution of the order and shall be inclusive of packing and free delivery at any place specified in the order, unless otherwise agreed to in writing.
3	Taxes & Duties: Prices shall be inclusive of all levies such as GST, Income Tax etc unless otherwise agreed to in writing. In the event of purchaser having agrees to pay there levies extra, the same shall be paid/reimbursed (as the case may be) at actual against documentary evidence. Any upward variation in levies after expiry of delivery period shall be to the Supplier's account
4	Order Acceptance: The Supplier's order acceptance in writing must be received by the Purchase within 5 days from the date of order and non-receipt of such acceptance would be considered as acceptance of the order and the terms & conditions specified therein.
5	Bills / Invoices: All bills / invoices for supplies made bearing GST registration number and PAN number of the Supplier shall be sent in DUPLICATE within a week from the date of supply, specifying Purchase order number and date, accompanied by signed copy of delivery challan to Canara HSBC Life Insurance Company Limited, 139P, Sector-44, Gurugram 122003, Haryana, India or to as specified, in the order. In case of second sale, relevant sales tax forms must accompany the invoice.
6	Terms of Payment: Within 30 days from the date of receipt of materials unless otherwise agreed to in writing.
7	Packing: Goods to be supplied against this order must be properly packed to avoid damage during Transit / Storage.
8	Insurance: When Insurance has been arranged by supplier, in case of loss or damage it would be the responsibility of the Supplier to arrange free replacement / repairs immediately on intimation without waiting for settlement of insurance claim. The settlement of claim with insurance company will be the responsibility of the Supplier.
9	Delivery Time: Delivery time is the essence of contract and must be adhered to. If the Supplier fails to deliver the goods in time, the Purchaser may solely cancel the order at his discretion:
a	Levy penalty at the rate of one per cent of the Contract price for each week's delay or part thereof subject to a maximum of 10% of the contract price and / or
b	Treat the order as cancelled and recover any loss or damage from the supplier, and / or
c	Purchase goods ordered or any part thereof from other source on Supplier's account, in which case the Supplier shall be liable to pay the Purchaser not only the difference between the price at which such goods have been actually purchased and the price calculated at the rate set out in this order but also any other loss or damage the Purchaser may suffer, including penalty for late delivery.
10	Force Majeure: The Purchaser will not hold the Supplier responsible, in case of delay in delivery arising from any causes beyond the supplier's control such as Acts of God, war, riot, fire, changes in statutory regulations.
11	Rejection: All the goods supplied against this order will be subject to inspection and approval by the Purchaser. The Purchaser reserves the right to inspect the goods at any stage during the manufacture or supply and to reject such portion thereof as may be found defective or not in conformity with the specification, without invalidating the remainder of the order, if so desired by the Purchaser. Rectifications of such rejections, if any, done by the Purchaser will be at Supplier's cost.
	All rejected goods shall be removed by the Supplier within 15 days from the date of intimation of such rejection, otherwise the goods may be returned by the Purchaser to the Supplier at the Supplier's risk and expenses. The Purchaser shall in no case be responsible or be held liable for any damage, loss or deterioration of the rejected material. The Purchaser shall also be entitled to charge the Supplier reasonable storage charges.
12	Secrecy: If for the contractual work, the Purchaser furnishes the Supplier any drawings, documents, art work, data sheet, test certificate, product details, manuals etc. or these are made by the Supplier himself, the same shall be kept strictly confidential by the Supplier and shall be used by him only for the contractual work. On completion of the contractual work, the Purchaser's drawings, documents etc. shall be returned forthwith by the supplier to the purchaser, before the last payment is released by the Purchaser.
	The Supplier shall, under no circumstances, allow the drawings, documents, art work, data sheet, test certificate, product details, manuals etc. made for the contractual work to be used by a third party. The Supplier shall also not make supplies of the articles made with the help of these drawings, documents, etc. to any party other than the Purchaser.
13	Patents: The Supplier shall indemnify and keep the Purchaser indemnified against all losses of profits, damages or both arising from any infringement or alleged infringement of any patent in respect of any goods supplied by him under this contract. In addition, all litigation costs, if any, suffered by the Purchaser as a result of any patent suit shall be reimbursed to him by the supplier forthwith
14	Guarantee: The Supplier shall be responsible to repair / replace free of all costs to the Purchaser, such goods which under normal and proper use and maintenance, prove defective in material, design and workmanship within a period of 24 months from the date of delivery, or the Supplier's warranty period which is later. The Supplier shall submit a Bank Guarantee towards performance of the supplies made for 10% of the Contract price or any other value as specified in purchase order valid till 60 days after expiry of warranty period.
15	Right to Set Off: The Purchaser shall be entitled to recover from the Supplier any sum as may be due to it on account of damages or otherwise in respect of supplies under this contract or previous contract(s) by deducting such sum from the amount due to Supplier in respect of supplies made under this contract. The Purchaser also reserves the right to cancel this contract or any part thereof, in case of stoppages arising due to fire, strike, lockout, riots, force majeure or any other cause beyond Purchaser's control.
16	Arbitration: Any dispute, question or difference whatsoever may arise between the Supplier and the Purchaser in relation to or in connection with the order, the same shall be referred within the meaning of the Indian Arbitration and Reconciliation Act of 1996 or any statutory modification thereof.
17	Jurisdiction: The contract shall in all respects be construed and operate as an Indian Contract and in conformity with the Laws of India and shall be taken to have been made in New Delhi and be subject to the jurisdiction of the Gurugram courts.

End of Report