



# SERVICE ORDER

## Sweta Estates Private Limited

The Room, Central Park-II, Sec-48,  
Gurgaon-122018, Haryana,India

SO No. : 2300002122

Date : 23.08.2024

Vendor Information	Buyer Information
<b>Vendor No./Name</b> : 1000527 / Claritus Managment Consulting Pvt.  <b>Vendor Address</b> : A-27-C Sector--16--Noida Gautam Buddha N, agar-UP-201301,NOIDA-201301,UP,IND , NOIDA-201301, NOIDA, India  <b>GSTIN</b> : 09AACCC3838K1ZF <b>PAN</b> : AACCC3838K <b>Region Name</b> : Uttar Pradesh  <b>Contact Person</b> : <b>Contact No</b> : <b>Email</b> :	<b>Buyer Name</b> : Vijay Garg <b>Buyer Contact</b> : +919899968832 <b>Buyer Email</b> : vijay.garg@centralpark.in <b>Payment Terms</b> : 30 Days from Invoice Date  <b>Inco Terms</b> : <b>Currency</b> : INR  <b>PR Number</b> : 1100001982 <b>PR Date</b> : 25.07.2024 <b>Contact Person</b> : Ravinder Baghel <b>Contact Number</b> :

Bill To Address	Ship To Address
Sweta Estates Private Limited The Room, Central Park-II, Sec-48 , Gurgaon-122018, Haryana,India  GSTIN : 06AAACS0564Q1Z2	H400 HO Sweta CP2 SEPL The Room, Central Park-II, Sec-48 Opposite Raheja Mall, Sohna Road , Gurgaon-122018, Haryana,India

Item	Material/Service Description	HSN/SAC Code	UOM	Quantity	Unit Rate (INR)	Delivery Date	Net Value
1.2	10000128 / MICROSOFT USER LICENCE  Exchange Online (Plan 2)	997331	YR	2.00	3,655.50	31.08.2024	7,311.00
					IGST ND : 18.00 %		8,685.38
1.3	10000128 / MICROSOFT USER LICENCE  Microsoft 365 Apps for business	997331	YR	10.00	3,435.62	31.08.2024	34,356.20
					IGST ND : 18.00 %		8,685.38
1.1	10000128 / MICROSOFT USER LICENCE  Microsoft 365 Business Basic (no Teams)	997331	YR	10.00	658.49	31.08.2024	6,584.90
					IGST ND : 18.00 %		8,685.38
					<b>Total Basic Order Value</b>	:	48,252.10
					<b>Total IGST ND</b>	:	8,685.38
					<b>Total Tax</b>	:	8,685.38
					<b>Total Order Value With Tax</b>	:	56,937.48

**AMOUNT IN WORDS : FIFTY SIX THOUSAND NINE HUNDRED THIRTY SEVEN RUPEES FORTY EIGHT PAISE ONLY**

**SPECIFIC TERMS:**  
 Service effective from 20th Aug 2024  
 Billing shall be on pro rata basis.  
 For deliveries please co ordinate with Mr Ravinder 90500 71886

**Terms & Conditions**

- The above rates are inclusive of all taxes including GST. The Rates shall remain firm and fix and shall not undergo as upward change to any reason whatsoever.
- Please mention our Services Order No.& Service Accounting Code on your delivery challan/Invoice to be sent in duplicate.
- Commencement of Service against this service order would mean acceptance of all Terms & conditions specified in Services Order
- Completion of the services shall be accepted within the agreed completion Schedule only unless the completion time is extended in writing by



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the consignee through an amendment to the Services Order.

5. Second Party shall issue a valid invoice with correct and complete disclosures with complete classification as required under latest GST notification and payments shall be processed only after receipt of correct invoice and credit note whichever required.
6. It shall be Vendor's responsibility to file timely GST return and deposit GST as per laid procedure and in case of failure to file return / mismatch of invoices all liabilities arising shall be with Vendor and Vendor may be adequately penalized for the same for the losses on account of loss of input credit to Company.
7. If at any time GST compliance rating of Second Party falls below prescribed criteria, First Party will have the right to terminate the services without any prior notice to Second Party.
8. All payment shall be subjected to GST as per laid norms and Second Party to ensure complete compliance.
9. Second Party shall be liable to pass on the benefits available under the GST regime in the form of reduced tax rate/higher input tax credits to the First Party, failing which the anti profiteering provisions shall be attracted.
10. Conflict Management: Any conflict encountered in complying with the instructions made out pursuant to the Order terms as above shall be resolved by Authorised Representative of the First Party.
11. Insurance & PF : The Second Party shall insure his plant & equipments, personnel / workers and other resources at his own cost for the tenure of the work and shall produce the proof thereof to First Party. The Second Party shall comply with the PF rules applicable for his workers, make timely payment, submit all documents to the concerned authorities, and submit copies to First Party as documentary evidence.
12. Indemnification : The Second Party shall indemnify First Party from implications of any failure of the Second Party to adhere to all statutory laws and regulations. The Second Party shall indemnify the First Party from implications of any accidents / injuries / casualty / damages to resources due to negligence or action of the Second Party.  
The Second Party shall indemnify First Party from implications of any failure of the Second Party to adhere to all laws and regulations related to Goods and Service Tax. If Second Party fails to make timely payments of GST, Second Party shall be liable to pay dues with Interest @ 24% on delayed payments / penalties whatsoever.
13. CONFIDENTIALITY : SECOND PARTY agrees to keep and to ensure that its personnel shall keep all Confidential Information, Intellectual Property, and all documents and all other matters arising or coming to its or their attention in connection of the services and deliverables to be provided by SECOND PARTY to FIRST PARTY, secret and confidential, and not at any time for any reason whatsoever, disclose them or permit them to be disclosed to any third party. SECOND PARTY shall ensure that its Personnel and all other of its employees having access to any of the Confidential Information, Intellectual Property and all documents or such matters shall be subject to the same obligations as SECOND PARTY and shall enter into a suitable secrecy / non-disclosure agreements in the form approved by First Party and shall take all reasonable steps to ensure that its employees are bound by and adhere to such obligations.
14. ARBITRATION : Any dispute arising out of this Service Order shall be settled terms of this Service order. In case of failure to settle amicably, the dispute shall be finally resolved in accordance with the Arbitration & Conciliation Act, 1996 by sole Arbitrator to be nominated (including nomination of replacement Arbitrator, if necessitated by vacancy of the post caused by any reason whatsoever) by the Authorised Representative of First Party, New Delhi. The venue shall be New Delhi. This Service Order is governed as per the Laws of India and the jurisdiction of only New Delhi Courts shall apply.

Approved By :

Neeraj Gupta

Asim Gupta