



Ruchesh Bhanushali &lt;ruchesh@connectivitysolutions.in&gt;

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**FW: IDFC FIRST Bank Ltd\_BOM for Network Equipment's for upcoming Back Office at Ratnakar Nine Square, Ahmedabad :- LOI**

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Nitin Sharma &lt;Nitin.Sharma@idfcfirstbank.com&gt;

Tue, Apr 21, 2020 at 4:11 PM

To: Ruchesh Bhanushali &lt;ruchesh@connectivitysolutions.in&gt;

Cc: Digambar Narvekar &lt;Digambar.Narvekar@idfcfirstbank.com&gt;, Prasad Satam &lt;Prasad.Satam@idfcfirstbank.com&gt;, Rahul Panchal &lt;rahul.panchal@idfcfirstbank.com&gt;, Santosh Kurhade &lt;SANTOSH.KURHADE@idfcfirstbank.com&gt;, "Sandip Jha (IT)" &lt;Sandip.Jha@idfcfirstbank.com&gt;, "Sandeep Chalke(Apex Services Pvt Ltd)" &lt;sandeep.chalke\_ape@idfcbank.com&gt;

Dear Ruchesh,

We wish to confirm that bank has accepted your enclosed proposal , Network Equipment's for upcoming Back Office at Ratnakar Nine Square, Ahmedabad ( **INR 16,454,931** )

Since due to on-going COVID-19 Epidemic bank is operating on absolutely lean staff, PO issuance may take some time, hence consider this email as LOI

Kindly acknowledge receipt of this confirmation.

Please ensure Purchase order /LOI must be enclosed along with Tax Invoice.

**All hard copies of invoices must be sent directly to the Requester/Stakeholder.**

Note: Compulsory Information to be printed on the Invoice:

- a. If the services are rendered against a Purchase Order, then the Purchase Order number to be printed on the invoice. Also a copy of the Purchase Order to be included with the invoice
- b. The e-mail ID of the Business Single Point of Contact (SPOC) whom you are engaging with, within IDFC Bank, should be mentioned on the invoice.
- c. Relevant tax registration numbers should be printed on the invoice. For eg. VAT / TIN, PAN no, Service Tax registration number & State wise GST Registration number.
- d. The Bill to entity name on the invoice has to be IDFC Bank Limited with the relevant address of IDFC Bank branch or corporate office. Please note no other version of the Bill to entity name will be acceptable.

In case of any invoice related queries, please reach out to our Vendor Helpdesk at - [VendorHelpDesk@IDFCBANK.COM](mailto:VendorHelpDesk@IDFCBANK.COM) /+9122-6673 5708.

For any PO related queries, kindly get in touch with Project Manager/Program Manager of IDFC associated with supplier to execute this project.

**Thanks & Regards**

**Nitin Sharma**

Technology Management Group



Tel.: 71326056 Extn:  
26056  
Mobile: 9820876183  
Email: [nitin.sharma@idfcfirstbank.com](mailto:nitin.sharma@idfcfirstbank.com)

7th & 8th Floor Gigaplex MIDC Knowledge Park Landmark  
above Axis Bank, Mumbai - 400708

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