

**ESAF SWASRAYA MULTI-STATE AGRO CO-OPERATIVE SOCIETY LTD**

Registered under the Multi-State Co-operative Societies Act Reg No.: MSCS/CR/442/2011  
Registered Office: 1st Floor, JSR Square Building, Ollukkara P. O., Kalathode, Thrissur, Kerala - 680 655.  
Corporate Office: 2nd Floor, Hepzbah Complex, Mannuthy P. O., Thrissur, Kerala - 680 651  
Phone: 0487 2375 777 | email: communication@esafcooperative.com | www.esafcooperative.in



ADMN/PO/226/2425

18/02/2025

**PURCHASE ORDER**

CONNECTIVITY IT SOLUTIONS PVT LTD  
1ST FLOOR, 1877, GANGOTHRI  
31ST CROSS ROAD, KAVERI NAGAR, BANASHANKARI STAGE 2,  
BENGALURU, BENGALURU URBAN  
BENGALURU URBAN 29-KA 560070  
India

Dear Sir,

Please Deliver the following items at the address mentioned below and forward the bill for payment.

| Sr | Item-Description   | Unit | HSN    | Quantity | Rate        | Amount   | Tax Rate | Tax Amount | Gross Amt   |
|----|--|------|--------|----------|-------------|----------|----------|------------|-------------|
| 1  | Software Subscription<br>Charges Software<br>Subscription Charges<br>Renewal of Webex webinar<br>for one year<br>From 05-03-2025 to<br>04-03-2026.<br>up to 3000 participants can<br>join at a time for<br>meeting .single license |      | 998434 | 1        | 4,49,081.36 | 449081.4 | 18%      | 80,834.64  | 5,29,916.00 |

| Tax Type | Tax Code | Tax Basis   | Tax Rate     | Tax Amount       |            |                  |
|----------|----------|-------------|--------------|------------------|------------|------------------|
| IGST     | IGST     | 4,49,081.36 | 18%          | 80,834.64        |            |                  |
|          |          |             | <b>Total</b> | <b>80,834.64</b> | <b>Tax</b> | <b>80,834.64</b> |

Total Rupees: Five Lakh Twenty Nine Thousand Nine Hundred and Sixteen only **Total** 5,29,916.00

**A) Payment Terms :**

a) **Payment schedule:** 100% advance.

b) **Penalty Clause:** 1 % of the total cost will be deducted per week in case the delivery is not made within the scheduled period.

c) **Goods and Service Tax (GST):** file attached: GST and Other Charges Extra. File GST returns (GSTR-1 and GSTR-3B) on or before the specified deadline. On the basis of GST section 16(2) (aa) all our clients need to file GST returns on time. If there is any failure in filing the GST return from the side of the client, then ESAF Swasraya Multistate Agro Co-operative Society LTD has the right to recover the tax amount from the next payment of the Vendor/Client concerned. No payment shall be processed in case the vendor is blacklisted on GST network.

d) **TDS deduction:** ESMACO shall deduct taxes applicable (TDS) from time to time for the payments made to the vendor.

e) **Delivery Schedule:** By 5<sup>th</sup> March 2025.

f) **Delivery address:** ESAF SWASRAYA MULTI STATE AGRO CO-OPERATIVE SOCIETY LTD, II<sup>ND</sup> Floor, JSR Square Building, Kalathode, Mannuthy Road, PO Ollukkara, Thrissur- 680655.

**B) Terms & Conditions :**

**a) Documents to be submitted for payment process:**

- (i) Acknowledged PO issued from ESMACO.
- (ii) Original Tax Invoice.
- (iii) Certificate of Warranty/Guarantee.
- (iv) Work completion certificate or delivery note (proof of goods/services delivery).

**b) Invoice must bear:**

- (i) The vendor shall submit the hard copy of original invoices within 15 days from the date of PO to below mentioned address:  
ESAF Swasraya Multi State Agro Co-operative Society Limited, 3<sup>rd</sup> Floor, Above Indian Bank, Opp. Sky line Appartment, Main Road, Paravattani-680655.
- (ii) Vendor name and address, contact number, GST number and PAN number.
- (iii) Invoice number and date, full name and address of recipients of goods/services as per billing address mentioned in PO.
- (iv) PO number with date and ESMACO GST registration number as communicated (GST percentage should be mentioned in invoice).
- (v) Warranty clause and Lifetime of equipment/asset
- (vi) No overwriting/scribbling
- (vii) The serial number for the equipment / asset must be listed on invoice.

**c) Purchase Order (PO) acceptance:**

- (i) The PO must be acknowledged by the vendor within 72 hours of receipt.
- (ii) If the PO is not accepted within that timeframe, it will be assumed that the vendor accepted the PO and all its terms and conditions.
- (iii) Scanned copy of this PO is sent to your email ID. You may treat this as authority. On acceptance of PO, confirmation should be given by mail, with seal of the company affixed.
- (iv) ESMACO may terminate this PO in the event of any of the following reason-

- Late delivery.
- Defective goods.
- Insolvency of vendor.

**d) Quality and workmanship:** All products/services must meet agreed-upon quality, standards, and specifications. Vendor shall provide goods and services as follows:

- (i) The goods shall be properly packed, marked, loaded, and shipped as required by this Agreement.
- (ii) The delivery of the products/services shall be according to the agreed-upon schedule. Delay must be communicated promptly, and the buyer reserves the right to cancel the order if delivery is more than 15 days.
- (iii) The vendor shall provide installation and commissioning services as outlined in the agreed-upon scope of work. The vendor shall adhere to detailed timeline for installation and commissioning and the completion date shall clearly have communicated.
- (iv) The vendor shall be responsible to provide service warranty for a period of one calendar months. If any defects discovered during the period, it will be rectified by the vendor at no additional cost.
- (v) ESMACO shall have the right to make any changes, additions or alterations in the items, quantities, destination, specifications, drawings, designs, or delivery schedules.
- (vi) ESMACO shall inspect the goods during any stage of their construction, preparation, delivery, or completion. Non confirming items must be replaced promptly.

**e) Governing law and disputes:** This agreement shall be construed and interpreted in accordance with the laws of the State of Kerala. Any disputes arising from this agreement will be resolved through arbitration or legal proceedings in the specified jurisdiction of Thrissur.

**f) Document retention:** Vendor shall retain, preserve, protect, and maintain all necessary documents, data, and information (Including electronically stored documents, such as emails) related to Vendor's work for the ESMACO for a period of at least 7 years from the date of supply/installation. The information shall not be divulged to any other persons or agencies.

**g) Indemnification:** The vendor agrees to indemnify and hold the buyer harmless from any claims, losses, or damages arising from the use of the supplied products or services.

**h) Confidentiality:** Both parties agree to keep all information exchanged during the transaction confidential.

For ESMACO-Authorized Signatory

For CONNECTIVITY IT SOLUTIONS PVT LTD-Acceptance By

**C) Delivery Schedule Attached Separately**

Prepared By :

Approved By :

*Thomas C I*  
THOMAS C I  
Associate Vice President (Admin & IT)

This electronically generated documents does not require signature