SOFTWARE TECHNOLOGY PARKS OF INDIA

(Ministry of Electronics and Information Technology (MeitY).Govt. Of India)

Ganga Software Technology Complex, Sector-29, Noida-201303 (U.P)

[Tel: +91-120-2470400](tel:+91-120-2470400) Fax: +91-0120-2470403

### Website: www.noida.stpi.in

**PURCHASE ORDER**

### SMSG/MPU/16/025-STPIN PO No: STPIN/PUR/PO/22-23/07

Dated: 26/07/2022

**M/s Kartik Infotech**

**723, 7th Floor,**

**Hemkunt Chamber89**

**Nehru Place, Delhi-110019**

**Contact : Sh. Govind Ram(8527874292)**

**Subject: Supply of 01no. 4Ton Tower AC at STPI-Noida**

**Your Reference: Received Quotation dated 12/07/2022 and email dated 18/07/2022**

Dear Sir,

With reference to your above said quotation(s) and correspondence, we are pleased to place order for Supply of above said item at STPI-Noida as per rates and terms and conditions given below:

1. **Particulars of Items**:

**(Amt. in INR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Description** | **Qty. (No.)** | **Unit Rate(Rs.)** | **Amount (Rs.)** |
| I. | Supply of 4 Ton Tower AC Non Inverter with rotary compressor (Brand- Blue Star) | 1 | 94,390/- | 94,390/- |
| II | Unit installation charges | 1 | 5,300/- | 5,300/- |
| III | Grand Total | 100000 | | |
| IV | Connecting Cable | 150/mtr. | | |
| V | PVC drain pipe | 150/mtr. | | |
| VI | Outdoor Stand | 1500/each | | |
| VII. | Taxes | Extra as applicable | | |
| VIII. | Installation ,Testing and commissioning of Tower AC | As per Actual | | |

|  |  |  |
| --- | --- | --- |
| 2. | 1. Taxes | Extra as applicable |
| 1. Freight | Inclusive |
| c. Insurance | NA |
| 3. | Delivery Period | Within 7 days from the date of receipt of purchase order |
| 4. | Warranty Terms | One Year on Air Conditioner and one year on compressor |
| 5 | 1. Payment Terms | Payment 100% after delivery and installation |
| 1. Authority to settle the payments | Director – STPI Noida |
| 1. Tax deduction at source | As per Govt. of India rules & regulations applicable at the time of release of payment. |
| 1. Liquidated damages | Penalty will be charged @ 0.5% of the contract value per day subject to maximum of 5% o total order value. In case of delay/non-completion/non-delivery of equipments/work within the stipulated time period. |
| 6. | Packing Instructions | NA |
| 7. | Consignee address/Address where the work is to be performed | Software Technology Parks of India  Ganga Software Technology Complex  Sector – 29 , Noida-201303  **Contact:** Sh. Sunil Sharma, Deputy Director  0120-2470505  **GST No: 09AAATS2468J1Z4** |
| 8. | Mode of shipment | NA |
| 9. | Port/Ports of Destination | NA |
| 10. | Other terms and conditions | NA |
| 11. | Documentation : | NA |
| 12. | Standard terms and conditions as per Annexure-I shall apply. | |
| 13. | The terms and conditions for information security guideline and non-disclosure agreement as per Annexure-II should be duly signed and the original copy should be returned to STPI-Noida. | |

**Authorized Signatory**

**Copy to:**

1. Work Order File
2. DSG Group
3. Accounts Group
4. Director’s Office

**ANNEXURE - I**

**SOFTWARE TECHNOLOGY PARKS OF INDIA, NOIDA**

P.O. No. STPIN/PUR/PO/22-23/08 Dt. 26/07/2022

#### Standard Terms and Conditions

1. The supplier must confirm the acceptance of the work order immediately on release of this order.
2. The Purchase Order No. STPIN/PUR/PO/22-23/08 Dt. 26/07/2022 shall be quoted in all future correspondence and connected documents.
3. Branded items to be supplied should be of standard quality and as per approved specifications.
4. The rate indicated in this order is firm and no increase in rate will be accepted.
5. All supplies should be accompanied by a properly signed delivery challan. This challan must got duly stamped by the Security Officer at STPI Noida entrance point, and should be presented along with the bills. (Applicable only in cases of Local supply)
6. We reserve the right to reject the items not conforming to the approved specifications.
7. Material must be properly packed against any damage and insured.
8. Supporting vouchers for duties or taxes paid, insurance charges, freight or postage etc. shall be attached to the bill.
9. Delivery of the items should strictly be completed within the stipulated period.
10. Prompt and efficient ‘After Sales Service’ must be free within the guarantee period.
11. All Invoices should clearly mention the address as **STPI Noida.**
12. All follow-up action regarding the above WO should be intimated through email as per following details:

* Issues related to purchase order : [noida.purchase@](mailto:noida.purchase@stpi.in)lsmgr.nic.in
* Issues related to payments : noida.[accounts@](mailto:accounts@stpi.in)lsmgr.nic.in

**ANNEXURE-II**

**SOFTWARE TECHNOLOGY PARKS OF INDIA, NOIDA**

P.O. No. STPIN/PUR/PO/22-23/08 Dt. 26/07/2022

**A. Information Security Guideline Acceptance for Vendor**

Vendor should confirm that all their employees working at STPI-Noida will abide by all the guidelines stated below and rules & regulations as per the information security policy of STPI-Noida.

1. All their employees working at STPI-Noida shall report all security weakness and incidents promptly to the Information Security Officer / Concerned officer at STPI-Noida.
2. All their employees working at STPI-Noida shall consider all clients submitting information and all reports to be proprietary and the contents shall not be disclosed to another party without the written approval of STPI-Noida under any circumstances.
3. Their employees will not report at STPI-Noida for performing any work including driving leased vehicles under the influence of alcohol or drugs.
4. If any of their employees working at STPI-Noida comes across any information /physical asset that is unattended ,it should be handed over to the security officer immediately
5. The character and background check for all of their employees should have been performed & found satisfactory.
6. The failure to follow the above guideline and negligence in the same or discovery of intent / abatement of Information Security Incident will attract penalty and or revoking the contract.

***B. Non – Disclosure* Agreement**

This Non – Disclosure Agreement (“Agreement”) between

**SOFTWARE TECHNOLOGY PARKS OF INDIA** with its office at Ganga Software Technology Complex, Sector – 29, Noida (UP), India.

**AND**

**M/s Kartik Infotech**

**723, 7th Floor,**

**Hemkunt Chamber89**

**Nehru Place, Delhi-110019**

**Vendor should agree as Follows:**

1. It is understood that either party may receive or may be exposed to private, proprietary or confidential information belonging to the other. It is hereby agreed that such information marked or otherwise identified with an appropriate legend as proprietary, private or confidential, will be held in confidence by the receiving party and not released without prior permission.
2. Vendor shall take all reasonable steps to ensure that their employees, agents and representatives shall maintain the confidentially of the shared proprietary information referred to in this section. Like wise Vendor shall take all reasonable steps confidentiality of the shared proprietary information referred to this section.
3. Exception : If, prior to the thereof under this agreement , information that becomes issue can be shown to have been developed independently by the party receiving it or was lawfully known to the party receiving it or has been lawfully received from other source , provided such other sources did not receive it due to a breach of this or similar agreement.
4. Further Exception: if subsequent to the receipt thereof under this agreement I) .Information in questions is published by the party furnishing it or is disclosed by the party furnishing it to others , without restriction; or II) It has been lawfully obtained by the party receiving it from other sources , provided such other source did not receive it due to a breach of this or similar agreement ; or III) if such information otherwise comes within the public knowledge or becomes generally known to the public.
5. Neither part party shall , without the prior written consent of the other , make or authorize any advertisement , public announcement press release referring for relating to the subject matter of this agreement or any other confidential information , which may have come to the acknowledge of that party in the course of the negotiation or subsistence of this agreement
6. Any breach or threatened breach of this agreement may cause the aggrieved party irreparable harm and will entitle them to seek injunctive relief without being required to pursue any other legal rights or to post any bond otherwise required thereof. The offending party if found guilty, agrees that it shall pay all cost and attorney’s fees incurred by the aggrieved in enforcing its rights under this agreement. The aggrieved neither reserves its rights to pursue any other remedies available, to it at law or equity and shall nor be required to elect specific remedies.

**IN WITNESSES WHEREOF**, the parties here to have executed this agreement to be on the date stated below.

|  |  |
| --- | --- |
| **Name and Signature of**  **Software Technology Parks of India-Noida Representative** | **Name and Signature of Vendor / Party representative** |
|  |  |
| **Authorized Signatory** | **Name of Vendor** |