



*Port
Par-excellence*
चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY



भारत 2023 INDIA
वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

प्रशासनिक कार्यालय :
ADMINISTRATIVE OFFICE :

नं.1, राजाजी सालै चेन्नै - 600 001.
No. 1, Rajaji Salai, Chennai - 600 001.
Website : www.chennaiport.gov.in
Phone : +91-044-2531 2000
+91-044-2536 2201

EDP/MS 365/2021/F

Dt.11/02/2025

To

M/s. Crayon Software Experts India Private Limited,
902-903, 9th Floor, Lodha Supremus,
Kanjur Village Road, Nehru Nagar,
Kanjumarg East,
Mumbai – 400 042.

Sir,

Sub: EDP – Work Order towards procurement/supply of Office 365 E3 & Microsoft Teams Essentials – Regarding.

Ref: Your proposal dated: 03 /01/2025.

With reference to your offer cited, Chennai Port Authority is pleased to place an order towards procurement/supply of Four Nos. of Office 365 E3 & Microsoft Teams Essentials at a total cost of Rs.1,04,217.60/- (Rupees One Lakh four thousand two hundred seventeen and paise sixty only) inclusive of 18% GST as per the terms and conditions detailed under:

Period of Work: Start from 12/02/2025 to 11/02/2026.

Scope of Work:

1. Supply/procurement of four Nos. of Office 365 E3 & Microsoft Teams Essentials as per your letter dated 03/01/2025.
2. The price shall be firm till the supply of the above item and no escalation charges will be paid on any account.
3. If any changes in tax rates will be applicable.

Price:

The total cost of Rs.1,04,217.60/- (Rupees One Lakh four thousand two hundred seventeen and paise sixty only) inclusive of 18% GST as under:

SI No.	Description	Quantity	Unit Price	Total Price
1	Office 365 E3	4	20,700.00	82,800.00
2	Microsoft Teams Essentials	4	1,380.00	5,520.00
Total Exclusive of Taxes				88,320.00
GST @ 18%				15,897.60
Total Inclusive of Taxes				1,04,217.60

Payment Terms:

1. 100% payment after delivery.
2. Payment would be made through NEFT/RTGS and for payment the firm have to submit the Tax Invoice, Delivery challan, Bank Details including IFS Code, MICR No., Cancelled Cheque Leaf, PAN No., GST No., etc.,

Taxes & Duties:

The price quoted above is inclusive of GST.

The Firm shall furnish the Tax Invoice as per GST Act/Rules in the name of Chennai Port Authority by mentioning the GSTIN of ChPA and indicating amounts of GST separately. The GSTIN of ChPA is 33AAALC0025B1Z9.

The Firm shall remit the GST amount in the invoice to the government within the due dates and also file the returns by mentioning the GSTIN of ChPA to enable ChPA to avail eligible Input Tax Credit (ITC).

Applicable statutory recoveries including TDS under Income Tax. TDS under GST provisions will be deducted / recovered while accounting for or making payments to the Contractors/Supplier as per the applicable law.

Tax Deduction at Source:

While making payments, the Port will deduct tax as per Income Tax Act as applicable and issue TDS Certificate (Form 16-A) in this regard. Similarly, The Port will deduct tax applicable as per GST as the case may be applicable rate and issue necessary TDS Certificate (Form-T) in this regard.

Delivery Period:

The delivery period shall be within seven days from the date of Work Order.

 
Sr. Dy. Director(EDP)