		FOR INTERNAL USE	
AMSTAR TECHNOLOGIES PRIVATE LIMITED NO. 135/A, RAJATHADRI BUILDING, SECOND FLOOR, 16, 17, 18, NEW NISARGA LAYOUT, 80 FEET ROAD, MALLATHAHALLI, NEAR ULLAL RTO OFFICE, BENGALURUR – 560091, KARNATAKA, INDIA		WO NUMBER	AMTECH/PO/204
		WO DATE	18th January 2023
		ISSUED BY	Mr. Kalyan B
		CURRENCY	INR

WORK ORDER FORM

CUSTOMER	Oracle	SERVICE TYPE	Training
LOCATION	Bangalore	MODE OF SERVICES	Instructor led Online

INSTRUCTOR / CONSULTANT DETAILS

NAME	Mr. PURSHOTHAM SANNAKARIYAPPA
EMAIL-ID	purushotham.s82@gmail.com
CONTACT / ALTERNATIVE CONTACT	7204004535
ADDRESS	Bangalore
BANK DETAILS OF BENEFICIARY	Bank Name: HDFC Bank LTD Account No:12261140006466 Ifsc:HDFC0001226 Branch: Jayanagar-RVS Paradise
BENEFICIARY PAN	BCKPS3244M
GST No. (if applicable)	

Statement of Work

Amstar agrees to utilize your services for conducting training on behalf of us for our client, following are the details for our mutual acceptance:

COURSE CODE	NA
COURSE NAME	UNIX and Linux Essentials Live Virtual (D)
TRAINING DATE / DAYS	18-Jan-2023 to 20-Jan-2023
DURATION	3 days
TRAINING TIMING	9:30AM to 5:30PM
MODE OF DELIVERY	Virtual
NUMBER OF PAX	26

Amstar coordinators

PRIMARY CONTACT NAME	Mr. Kalyan B
PHONE NUMBER & EMAIL-ID	M: +91-9916102388 | E: kalyan.b@amstar.in
SECONDARY CONTACT NAME	Mr. Jayakumar
PHONE NUMBER & EMAIL-ID	M: +91-9880660787 | E: joseph.jayakumar@amstar.in
ESCALATIONS	info@amstar.in

Financial Details & Terms:

Sl. No.	Particulars	Duration	Amount (In INR)
1	Training charges = 10000 INR per day	3 days	30000
2	Other expenses as per the agreement	0	0
3	Total [A]	3 days	30000
4	Add: GST (if applicable) [B]	0	0
5	Less: TDS (if applicable) [C]	10%	3000
6	Grand Total [A+B-C]	30000+0-3000	27000

Payment clearance timeline:

Upon our mutual discussion had for this training, Amstar agrees to pay your per day training charges in 30 days +/- 5 days (buffer) from the date of successful completion of the program. All payments for trainings shall be released only on 14th or 28th of every month. If those above dates fall on the any Bank holidays, Sundays and Government holidays then the due date shall be on the Next working day of our Company. Please submit your invoice on completion of the training by addressing your correspondences for the payment/settlements to: accounts@amstar.in.

Your invoice should be in favor of Amstar Technologies Pvt. Ltd., Bengaluru and bank details to be shared along.

Other Terms & Conditions:

Class Timings: 9:30 AM to 5:30 PM, Instructor must be online on or before 9:00 AM to begin the Session on time. If required for hands – on or any other matter, trainer is expected for an extended call for duty.

Trainer Start Time: Trainer should be in online by 9:00 am and survey if everything is available as per the requirement of training needs, training material / trainer PPTs / hands-on set up / class set up, etc & be ready to commence the class on time, as our Client is very particular about punctuality.

Course Material: You should prepare a customized training material in line with the scope with necessary examples, exercises, case studies and assignments wherever required and should be in a neat presentable order. This has to handover before the start of training and also should take care of pre & post training test papers/questionnaires, if require.

Training Feedback & Reporting: To have continued business and more training opportunities with the customer, we must have to try for valuable feedback rating at least 4.5 out of 5 being highest. If the training is called off and cancelled, by the client or the vendor due to any drawback in trainer's performance the PO stands null and void. If the training feedback is below 3.5, then Client may hold the payment and clear upon discussion between vendor / trainer and LnD and decision thereof. Our daily training report will be shared with the instructor a week before the commencement of the session to fill and forward with the necessary information at the end of each training day to share the same with the customer for their review / reference and recommendation.

Trainer's Insurance: The instructor is required to have his/her own Insurance coverage policy for all foreseeing good reasons to avoid any future implication on Contracting Company or the Contracting Company's Client to make them liable for any such loss. Therefore the instructor is requested to carry a copy of all such related paper for proof purpose.

Usage of Mobile phones: Unless it's urgent and important, the SME (Instructor, Trainer or Consultant) are advised to refrain usage of mobile handset / phones during the class and also to be informed the participants

during the beginning of the program/class to place their handset in mute/silent mode to prevent distractions caused by mobile phones.

Value Added Services to Amstar Customers: To add value to our existing and new customers, we have implemented new service called Free Webinar to our clients, Our SME's/Instructors are required to provide 1 to 2 hours of Webinars per month at no cost, Webinars can be selected mutually with Amstar team and instructors on latest technologies which can boost our promotions and attract business and enquiries.

Code of business ethics for contractors/associates: As a matter of Amstar's official contractor policy for any sub contractor, the client brokered by Amstar cannot be contacted, mediated or engaged with any related business deal/transactions either directly or indirectly for a minimum period of one year from the date of Amstar's mediation of the last business for you or your company and then after by with the written permission or No objection from Amstar. All data shared related to this assignment is confidential and instructor to ensure the data privacy and safety is taken care with utmost care.

Lab setup Details: Instructor should have a required software to install and to share the software links to the participants during the training, Power back, and sufficient Internet speed for Online Training.

All the best. Please confirm the receipt of the PO as token of acknowledgement for our official records.

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