



## ORPAK SYSTEMS INDIA PVT LTD

## Purchase Order

DAG NO 167 C/O BIJOY DATTA , K , MORIGAON-782411  
GST. No - 18AABCO1744R1ZY

<b>Vendor :-</b> 400237 - M/S:- SWITCHING AVO ELECTRO POWER LTD. <b>18AAICS2473C1ZE</b> 2nd Floor, House No.17, Bye Lane No.1,Floor No.7, Kamrup Metropolitan, Assam, 781034 Assam-781034	<b>GST. No -</b>	<b>Purchase Order :-</b> 4600008833 <b>Supplier Quote:-</b> <b>Our Ref:-</b>	<b>PO Date:-</b> 25.05.2022 <b>Date:-</b> <b>Currency :-</b> INR
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Please supply the material detailed in the schedule below subject terms, conditions and instructions specified in the purchase order.

Site Code	Site Name & Address	PR#	PR SL#	Mtrl Code	Material Desc.	GC	QTY	UOM	Rate	Tot Amt	IGST	CGST	SGST	Dis %	P&F %
		10029353	10		HPCL 1 KVA UPS AMC  Delivery Schedule:- 22.05.2022 1.000 AU	N				31,500.00		2,835.00	2,835.00		
529517			1	3000080	CAMC for 1 KVA UPS		18.00	EA	1,750.00	31,500.00					

**Page Total** 31,500.00

<b>Payment Term :-</b> 120 days from GRN <b>Delivery Term :-</b>	<b>Delivery Date:-</b> 22.05.2022	<b>TOTAL:</b> 31,500.00
<b>NOTE:</b>	<b>Discounted Amt : 31,500.00</b> <b>Total GST Value : 5,670.00</b>	<b>TOTAL PO Value:</b> 37,170.00
	<b>Shipping Address :</b>	<b>Billing Address</b> Orpak Systems India Pvt Ltd. C/O BIJOY DATTA , KUNABORI , JAGIROAD MORIGAON 782411
<b>Prep.By:-</b> Prabodh -PRJ <b>Email-Id:-</b> prabodh.patankar@gilbarco.com <b>Phone:-</b>	<b>For Orpak Systems India Pvt.Ltd.</b>  <b>Approved By :-Amol Darekar</b>  (This is a computer generated Purchase Order and does not require signature or any company seal)	

## General Terms and Conditions for Materials Supply

1. All equipment#s will be checked randomly after getting Comprehensive AMC PO. This activity will get completed within 15 days after receiving Purchase order any repairing or replacement cost to rectify UPS within this 15days will be decided & to be agreed upon mutually, If any UPS found not working. After 15 days any claim related to this will not be accepted.
2. All UPS (Make) will be are covered under this Comprehensive AMC agreement / PO. All components like contactors, PCB / Cards, Transformer etc. will be covered under this agreement except SPD & Battery.
3. Batteries, being consumable items are not covered. They will be replaced at an additional cost whenever a failure is observed. It will be purchased from any vendor & cost of replacement at site will be covered under this CAMC. In case, the vendor fails to attend and rectify the complaint within the above specified time limits, Orpak may get it attended through alternative agency at vendors risk and cost.
4. During the contract period defective parts will be replaced with functional original new parts. Up on replacement original defective part becomes property of HHPEL whereas installed functional parts will become property of the customer. All replaced parts should be as per tender specifications.
5. SLA need to follow as mentioned below.
6. Single contact person require & Daily dashboard of complaint raised & resolved need to publish.
7. SLA As per customer contract / Project Back to back.

SLA - During the CAMC & Warranty period, vendor is responsible for rectification of any breakdown or defect observed in the entire solution and shall rectify the same from the time of call

logging within following timelines (including weekends & all Holidays) without any cost to IOCL.

Ø For ROs within Municipal City limits of Divisional Office Head Quarter 8 hrs.

Ø For ROs beyond Municipal City limits but within 100 km of the Divisional Office Head Quarter 24 hrs.

Ø For balance ROs 36 hrs.

Ø For ROs of States J&K, North East, Uttarakhand and Himachal Pradesh: Within municipality limits of Divisional Office HQ Town # 24 hrs for balance ROs - 72 hrs.

- a) Vendor is required to position adequate no. of technically qualified personnel with sufficient spare parts to maintain desired uptime for the entire Retail Automation System solution being provided at these ROs.
- b) In case, the vendor fails to attend and rectify the complaint within the above specified time limits, Orpak may get it attended through alternative agency at vendors risk and cost.
- c) However, the vendor shall continue to be responsible for maintaining the entire solution even after attending of the complaint through any alternative agency by Orpak.
- d) Penalty during CAMC period for the delay in resolving the complaint is as follows:
  - a. For automation equipment breakdown due to which fuel dispensing through automation is affected, Penalty @ #. 1000/- per hour per RO shall be levied, in case breakdown is not attended



and complaint not closed within allowable free time.

b. For other automation equipment breakdown, Penalty @ #. 100/- per hour per RO shall be levied, in case breakdown is not attended and complaint not closed within allowable free time.

c. Penalty shall be levied from the start of equipment down time complaint logging, in case equipment is not repaired as per timeline given for repair of the same.

8. PM must be done twice in year and PM report to be shared with SOM & Head office.

9. This contract is valid for one year from the date of PO as per mutual convenience.

10. Service Tax will be applicable extra as per Government notification.

11. Payment Terms # Quarterly. after end of quarter invoice will be generated with detail list of site complaint raised, resolved, PM report & SOM approval of respected site.

12. UPS performance need to maintain as per SLA, Quarterly Uptime has to be at least 98% over whole installed base of UPS without any condition.

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## General Terms and Conditions for Materials Supply

**Each Supplier must read, understand and comply with the following conditions while supplying goods.**

1. Supplier should submit all required reports as mentioned in purchase order along with each lot. And the boxes or packing which has the report to be test Identified separately. ORPAK is authorized to reject the part if any one of the reports found missing.
2. Supplier is expected to give containment actions to ORPAK within 24 hrs from the receipt of complaint either in the form of mail or oral information.
3. If Containment action initiated by ORPAK (sorting/rework) based on (supplier request or to support Production plan avoid line stoppage) cost incurred will be debited on supplier account.
4. Supplier is expected to communicate the contained lot information well in advance. Box /package of Contained lot to be identified with separate label/instruction and communicate to ORPAK on lot details prior to despatch.
5. Corrective/Preventive actions to be shared with ORPAK in the prescribed format within 7 working from the date of SCAR receipt.
6. If preventive actions are not received within 7 days as mentioned above all further lot from supplier above all further lot from supplier
7. If no communication received from supplier on disposition action for the rejection Qty/lot at ORPAK within 7 working days, ORPAK will send back the Rejection Qty and recover the cost.
8. If transportation under scope of suppliers, part quality issues which affects fit, functional due to (damage/rust/contamination/exposure to water/dust) due to transportation should be addressed by supplier as per the above point no.#3 and #5.
9. All CTQ parameters not meeting Process capability ( $Cpk < 1.33$ ) 100% inspection to be carried out with action plan to improve process capability.
10. For any new development ORPAK PFR (process feasibility report) to be completed by supplier and obtain approval from ORPAK prior to ISIR samples Production .
11. As part of ISIR sample submission i) Inspection report ii) material test certificate iii) If applicable reports as per specified engg standards as per drawing. iv) Process flow chart v) proto/prelaunch control plan.
12. Supplier should submit PPAP for ORPAK approval with Level 3 as per AIAG -4th edition manual during following conditions. PPAP lot to be identified separately And notified to with lot details prior to despatch. a. New part development b. Mass production to be started after obtaining approval from a ORPAK (Interim Approval/PSW sign off) c. Any modification or change in process.
13. Kindly ensure that the Original and DFT copy of invoices and Delivery Challan / Packing list are sent along with the consignment.
14. If any queries/clarifications on the above terms and conditions, pl feel free to contact ORPAK SQE/Sourcing/Planning team.



## **Contractor Environment, Health & Safety Clauses**

**Each Contractor Worker must read, understand and comply with the following rules.**

### **Orpak System India Pvt.ltd, India Contractor Safety Policy**

#### **General Requirements**

All contractor workers shall:

1. Sign in at the Security gate(Contractor entry gate) at the beginning of each shift and end of shift.
2. Not work at any time when their ability is or may be impaired as a result of the use of legal prescription drugs.
3. Not take part in fighting, horseplay or gambling, possess firearms or other weapons, possess or use alcohol or illegal or unauthorized drugs or smoke on Factory premises. Entire factory area is declared and designated as No smoking Zone.
4. Eat and drink only in permitted, designated areas.
5. Inspect all tools and equipment prior to use. Unsafe tools and equipment shall not be used.
6. Perform work in such a manner as to assure at all times maximum safety to self, fellow workers, ORPAK employees and the public and in accordance with All regulatory requirements.
7. Not attempt to perform work if they do not feel qualified or physically able.
8. Perform work according to proper EHS practices and procedures as posted, instructed and prescribed.
9. Obtain specific instructions and/or clarifications from their supervisor before proceeding with work in situations where an EHS requirement or procedure Is not completely understood.
10. Observe and adhere to all warning signs, signals, and notices.
11. Not be permitted to wear loose or flapping clothing or have rags or other objects extending from pockets or belts when in the immediate proximity of machinery, Motors, engines, or rotating equipment.
12. Not be permitted to wear watches, rings and ornaments while working
13. Mobile phone usage while working is strictly prohibited.
14. Not use site tools, moving equipment, or stock room supplies without prior approval from the site representative.
15. Never operate any machine or rotating equipment unless all guards and safety devices are in place and in proper operating condition.
16. Remain in the general area of their assigned work and not enter other areas, unless authorized by the site representative.
17. Be obliged with all Environmental, health and safety rules. Disciplinary action may include contract dismissal or work stoppage at cost to the contractor.



### **Conduct.**

The following list is not all-inclusive, but includes acts and behavior which are prohibited and for which a contractor worker may be removed from the site:

1. Obscene or abusive language; racial, gender, or ethnic slurs; immoral or indecent conduct; sexual harassment.
2. Failure to follow specific instructions or specifications.
3. Deliberately damaging, defacing, or misusing site property or the property of others.
3. Deliberately damaging, defacing, or misusing site property or the property of others.
4. Removing site property from the premises, without appropriate property of others.
5. Illegally possessing, selling, distributing or manufacturing drugs on site property.

### **Barricades And Notice Of Work Activity**

1. The contractor supervisor shall notify the site representative if barricades, signs or other notices of work activity are required. The contractor supervisor will be Responsible for erecting all barricades and notices necessary to safeguard both contractor workers and site employees during the conduct of the contractor's work.
2. Barricades, caution tape and/or notices, which identify the type(s) of hazard, are required around excavations, holes, or openings in floors, roofs, elevated platforms, around certain types of overhead work, and whenever necessary to warn people against falling or other hazards.
3. Areas in which entry is not permitted will be cordoned off with barricade tape and have signs stating #Danger - Do Not Enter# posted. No unauthorized person shall enter any area protected with caution or barricade tape.

### **Confined Space Entry**

1. The contractor supervisor is responsible for completing confined space entry permit(s), if required and any associated paperwork. Contractors must obtain Confined space entry permit from ORPAK safety representative.
2. Contractors must be pre-qualified by the site and briefed on the hazards of the confined space prior to beginning work.
3. No one can enter a permit required confined space until a permit has been issued and posted.
4. Contractors will provide documentation that each contractor worker's has received confined space entry training that meets all requirements of applicable legal Requirements.
6. Contractors must provide their own retrieval devices (tripods, harnesses, etc.) if performing rescue.

### **Fork lifts and Motorized Equipment**

1. The contractor is responsible for mobile equipment operator training, examinations and other applicable requirements.
2. Only certified operators with valid certifications may operate fork lift and other motorized equipment.

### **Defective Equipment**

Contractor workers shall inspect all tools and equipment prior to use. Any defective equipment shall be tagged with a yellow #Defective - Do Not Use# tag and removed from service until it has been repaired or discarded. repaired or discarded.

### **Demolition**



All demolition work shall be conducted in such a sequence and manner in accordance with an engineering survey.

### **Emergency Response**

1. The contractor shall ensure that all contractor workers are familiar with the site's evacuation procedures as described in the site's Emergency preparedness and Response Plan and know where to muster in an emergency.
2. In the event of an emergency and to the extent it is safe to do so, the contractor Supervisor will:
  - Follow emergency response procedures to notify all employees
  - Advise the appropriate person of the type and location of the emergency.
  - Report missing personnel and their presumed location to their site as possible.
3. Spills must be properly managed to prevent harm or degradation of the environment, access to storm water or sanitary sewer drains, And to ensure worker safety.
4. Evacuate the area if a spill involves hazardous, explosive, or flammable materials.
5. Secondary containment must be provided for all containers of liquid materials exceeding 10 lts.
6. Contractor supervisors are required to know who is on their job and be able to account for them after an evacuation.

### **Excavations**

Prior to commencement of any excavation, the contractor shall notify the site. EHS representative or site representative.

### **Fire Protection**

1. Fire extinguishers are located at designated locations throughout the site. Any discharged fire extinguisher must be given to the EHS representative With an explanation of the reason for discharge.
2. Contractor workers shall not obstruct in any way access to fire extinguishers, fire hose stations or other fire apparatus, emergency eye wash stations and showers, Spill response equipment or any safety related equipment.
3. Contractor workers shall know the location and correct operation of the nearest fire alarm (if applicable) and fire extinguisher and the location of designated fire Exits and shall not block access to those exits.
4. Contractor workers shall not refuel equipment while it is running or when hot.
5. Contractor workers shall keep combustible and flammable materials away from hot surfaces and ignition sources.
6. Contractor workers will store flammable materials in approved cabinets (supplied by the contractor).

### **Hazard Communication Program(HAZCOM)**

1. Any hazardous materials brought on site must be accompanied by the associated MSDS. The MSDS must be provided to the site representative. All hazardous Material must be in an approved container, including all flammable substances. Hazardous materials are not to be left on site.
2. Containers used by the contractor shall be properly labeled as to the contents and physical/health hazards at all times
3. Each contractor must have a HAZCOM program that includes at minimum: complete MSDS on hand at the work site for each chemical used, chemical inventory, Adequate training for all personnel which covers physical and health hazards, proper handling techniques and personal protective equipment.





### **Hazardous Substance/Waste Management**

1. Contractor workers shall properly handle all hazardous and toxic materials utilized in its work at the site.
2. Acetylene and compressed gas cylinders must be chained upright and on approved carriers when moved.
3. All contractors are responsible for the proper disposal of any debris generated by their work.
4. Contractor workers must not dump chemicals in any site drain, including storm drains.

### **Hot work**

1. Hot work permits can be obtained from the EHS representative and are only valid for one shift. Each permit requires a fire watch during the activity and for 60 minutes after the work ends.
2. All exposed combustible materials below welding, cutting and burning areas must be moved to a safe location, covered with fire retardant material, or protected by containing all sparks and slag in an approved spark catcher.
3. At minimum, an appropriate fire extinguisher must be within 25 feet of any welding, burning, cutting or open flame.
4. The user must inspect all leads, grounds, clamps, hoses, gauges, torches, and cylinders prior to operation.
5. Adequate ventilation and/or respiratory protection must be provided when working on galvanized materials.

**Contractor workers shall not perform hot work (welding, cutting, and burning operations) without obtaining a #Hot Work Permit#.**

### **House keeping**

1. Contractor workers must keep all walkways and work areas clear of obstructions, tripping hazards, and debris.
2. All oily rags must be disposed of in a container.
3. All cords, ropes or wires will be put out of the way of walkways to prevent a tripping hazard.
4. All work areas will be clear of debris and unnecessary chemicals at all times.

### **Electrical Safety**

1. Contractors must never operate any equipment, turn switches, or operate valves. Contact a site employee for assistance.
2. Contractors must provide and use ground fault interrupters (GFI) for all extension cords and portable hand tools.
3. Contractor workers must provide their own LOTO locks if asked to do.

### **Personal Protective Equipment (PPE)**

1. DGMS/ANSI or similar approved safety shoes must be worn by all contractors. No sneakers or dress shoes are allowed.
2. Throughout the site, all contractor workers and visitors shall properly wear approved safety Glasses with side shields, except in office areas. ORPAK will provide goggles if it is agreed in contract.
3. Approved full body harnesses and lanyards shall be properly used when working in areas with fall hazards.
4. Approved hearing protection shall be properly used in designated areas.
5. Respiratory protection will be properly used where administrative or engineering controls fail to reduce air contaminants to within OSHA or regulatory prescribed limits.
6. Contractors are responsible for ensuring their workers have the proper respiratory fit testing and training as applicable.
7. Other approved PPE such as face shields, protective clothing, gloves, etc shall be used by contractor workers where the risk of injury or illness may be prevented by use of the same.



### **Reporting EHS Incidents**

1. Contractor workers are responsible for immediately reporting any near miss or EHS incident to their supervisor.
2. The contractor supervisor is responsible for reporting all EHS incidents (including any workrelated injury/illness or near accident)to the site representative as soon as They become known.
3. The contractor is responsible for providing its contractor workers with the required medical services.