



Fidelitus Corp Property Services Pvt. Ltd.

Brigade Software Park, No. 42, Ground Floor, B Block, 27th Cross, BSK 2nd Stage
Bangalore - 560070 email: info@fidelituscorp.com PH: +91 80 68073700

PURCHASE ORDER

To,

Zoho Technologies Pvt. Ltd.

361 Avvai Shanmugam Salai (Lloyds Road),
Gopalapuram, Chennai,
Pin Code: 600086
Phone: 04467447070/9150072437
GSTIN: 33AACZ5230C1ZU
Email ID:farha.n@zohocorp.com

PO No: FCPL/PM/PO/FCPL/1469

PO Date: 20/06/2022

Billing address:

Fidelitus Corp Property Services Pvt Ltd
Brigade Software Park, No 42,
Ground Floor, B Block, 27th Cross,
BSK 2nd Stage, Bangalore-560070.

For Statutory :

GST:29AACCF2465K1ZD

Contact Person details:

Name: : Thilak / Deepika/Supraja
Mobile: 9845094192/9845037172/9845335455
Email: thilak.biradar@fidelituscorp.com
deepika.bm@fidelituscorp.com
supraja.k@fidelituscorp.com

Delivery Address:

Fidelitus Corp Property Services Pvt Ltd

Brigade Software Park, No 42,
Ground Floor, B Block, 27th Cross,
BSK 2nd Stage, Bangalore-560070

Ref: Purchase order towards **ZOHO Creator and Books License** at **Fidelitus Corp Property Services Pvt Ltd**,
Brigade Software Park, No 42, Ground Floor, B Block, 27th Cross, BSK 2nd Stage, Bangalore-560070

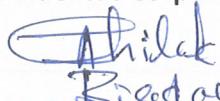
Sub: Confirmation of the order

We are pleased to place an order for the under mentioned. Kindly acknowledge receipt of below order.

SL. No	Description Of Work	Qty	Rate	Total Amount
1	ZOHO Creator and Books License	As Per Annexure		Rs. 3,38,389
		IGST:18%		Rs. 60,910
		Grand Total		Rs. 3,99,299

Amount In Words: Three Lakh Ninety Nine Thousand Two Hundred Ninety Nine Rupees Only.

For Fidelitus Corp Property Services Pvt Ltd

 Thilak Biradar 20/06/22

Authorized Signatory
(Procurement Team)

 Maltesh Sigase 22/06/22
Director-Projects and Operations



ANNEXURE

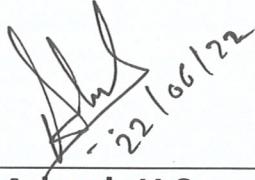
SI No	Description	Unit	Qty	Rate	Discount in Percentage	Amount
1	Annual Subscription License fee for Zoho Books Premium Edition Start 15 June 2022 End 14 June 2023 SAC: 997331	L/S	1.00	35,988	10	32,389.20
2	Annual Subscription License fee for Zoho Creator Professional Edition 30 Users Start 15 June 2022 End 14 June 2023 SAC: 997331	L/S	1.00	3,60,000	15	3,06,000.00
BASIC TOTAL						3,38,389
GST 18%						60,910
GRAND TOTAL						3,99,299

Paniraj Halige
VP-Projects



27/06/2022
Lingaraju M

IT-Head



22/06/22
Adarsh H S

GM-Projects



Creator - Professional

Item	No.of Units	Yearly
Professional	30 user	3,60,000.00
	Subtotal	3,60,000.00
Discount Type - One Time		
Discount Model - Percentage	15 %	- 54,000.00
	Total	3,06,000.00

*Local taxes may apply based on your Billing Address



Books - Premium

Item	No.of Units	Yearly
Premium	1	35,988.00
	Subtotal	35,988.00
Discount Type - One Time		
Discount Model - Percentage	10 %	- 3,598.80
	Total	32,389.20

*Local taxes may apply based on your Billing Address



TERMS & CONDITIONS

1	NAME OF PROJECT:	:	Fidelitus Corp Property Services Pvt Ltd
2	NAME OF THE SUB-CONTRACTOR	:	Zoho Technologies Pvt. Ltd.
3	TOTAL CONTRACT VALUE	:	Rs.3,99,299.00 INR with GST (Three Lakh Ninety Nine Thousand Two Hundred Ninety Nine Rupees Only.)
4	DATE OF START	:	As per shared schedule
5	ASSURED DATE OF FINISH	:	As per shared schedule

1. DURATION OF WORK

As per attached schedule confirmed from you.

2. WORK SCHEDULE

The Sub-Contractor shall maintain proper progress of the work in line with Master Construction Program of the FCPL or with the revised targets given by FCPL

3. FAILURE TO COMPLETE THE WORK

In the event of a unreasonable delay by the Sub - Contractor, then FCPL, reserves the right to complete all such jobs in the scope of the Contract that has been unduly delayed beyond reasonable period at the Sub-Contractor's risk and cost apart from imposing a penalty of 1% of the total contract value for each day of delay by the Sub-Contractor.

4. BRIEF SCOPE OF WORK

As per Annexure.

5. RETENTION MONEY AND RELEASE

FCPL, AS a PMC / CONTRACTOR reserves the right to retaining 5% of BASIC CONTRACTUAL AMOUNT agreed upon with the FCPL, for a period of 6 months from the date of completion of the project. All such retention amount shall be reimbursed to the FCPL, post assessment of any faulty service or non-production of warranties / guarantees to FCPL, with respect to the project / projects assigned to the FCPL.

6. DEFECT LIABILITY PERIOD

The Defect Liability Period under this order shall be 1 years

7. WARRANTY PERIOD

One year from date of purchase.



8. TEMPORARY POWER & WATER

Only Water and electricity for the work, shall be arranged by the FCPL. At no extra cost for Interior

9. STORAGE

Storage responsibility of the materials at the site should be completely taken care by Sub-Contractor. FCPL will not be responsible for any theft or loss of goods etc.

10. NON-TENDERED ITEMS

- a. Any extra items will be applicable only on the written approval of the Project Head of the FCPL.
- b. Any Particular line items, mentioned in P.O Annexure inclusive of all the necessary supporting works/Labour/accessories/Testing & Commissioning report.

11. INDEMNIFICATION CLAUSE

Subcontractor will be responsible for any LOSS due to use of any defective materials, any harm arising out of such workmanship, shall indemnify for all such defects / loss of the work before handing over of the site.

12. PAYMENT TERMS

As Specified in Work Order

13. QUALITY OF WORK

Sub-Contractor expressly understands that the workmanship shall be of best quality and execute it to the total satisfaction of FCPL/ Client/ Architect & Consultant of the aforesaid project or else Sub-contractor should bear the entire cost of Re-work

14. INSPECTION AND TESTING

Sub-contractor shall submit the Manufacturing Test Certificates (MTC) to the FCPL. If necessary, the materials shall be got tested as per IS Codes at the testing laboratory

15. HOUSE KEEPING

Housekeeping daily will be the responsibility of the Sub Contractor. If the Sub contractor fails to do the same, FCPL shall reserve the right to debit the housekeeping charges to the Sub-Contractor.

16. HSE

Sub-contractor has to follow proper HSE (Health Safety Environment) methods and procedures during the execution of the works at site

17. LABOUR LICENCE

Sub-contractor should have proper Labour Licence and Child labour is strictly prohibited. Should provide necessary documents to the FCPL when demanded and should be fully compliant.

18. INSURANCE

It is the sole responsibility of the Sub Contractor to have appropriate insurance coverage for all the Skilled / Unskilled Manpower with all statutory compliances in place.

19. LABOUR RISK POLICY

Read along with the clause No 19 above, the Sub Contractor will be solely responsible and accountable for any type of accidents / injuries to workmen deployed on site.



20. SPECIAL INSTRUCTIONS

- A. C&F at Site including Packing, C&F AT OUR SITE, including Packing, forwarding, Freight, Unloading is under the scope of Sub contractor.
- B. Invoicing should be accompanied with P.O line-item reference at the time of billing
- C. List of makes to be considered as per RFQ shared by FCPL.
- D. All the Debris must be safely disposed from site by Sub contractor without any issues from local and statutory authorities.
- E. Periodical housekeeping to be done by Sub contractor, if not carried out in regular basis, then that amount will be deducted in final invoice.
- F. Sub-contractor to ensure compliance to all required statutory guidelines and PPE must be used during working at site.
- G. Any damages at site will have to be rectified/ supplied by Sub contractor.
- H. All the billing will be done as per actual Supply & installation at site and not as per PO.
- I. All the workmen deputed at our site shall be above 18 years of age. Our EHS /Project manager's decision is final to allow or not to allow based on the assessment.
- J. Failure on compliance /violation of our EHS guidelines will lead to penalty or termination of contract also.
- K. TDS will be deducted at applicable rates.

22. TAX INVOICE /PROFORMA INVOICE

This is to inform you that while Submitting Invoices, following procedures as to followed for all our upcoming Projects: -

A. Only Supply Work:

1. Once materials are delivered to the site, Vendor has to take signatures from the Site incharge on the invoice copies along with the following documents. (Original copy should be submitted to Site Incharge)

- Purchase Order copy.
- Delivery challan.
- Material inspection report
- Tax Invoice.
- Material Test Certificates
- Warranty Certificates.

B. Only Installation work/ Supply & Installation both works:

1. Once work is completed, the vendor has to raise **proforma Invoice** to take signature for **JMS/certified measurement along** with DC's from Site In charge and then submit **Tax Invoice** for certified quantities along with necessary supporting documents.



- Purchase Order
- Delivery Challan
- Material inspection report
- Measurement sheet.
- Check list
- Material Test certificates.
- Warranty Certificates.
- Proforma Invoice
- O&M Manual, as built drawings.

Project name and PO number need to be mentioned in both **proforma Invoice & Tax Invoice**.

If tax Invoice date will be more than 2days for submission, then it will not acknowledge/accepted by FCPL.

Note: Above Procedure has to be followed compulsories for all our Projects if anything deviated tax invoice is not accepted.

Reach us for any Purchase Order & Invoice related queries:

Procurement Team

SI No	Contact Person Name	Email Id	Mobile No
1	Supraja K S	supraja.k@fidelituscorp.com	9845335455
2	Deepika B M	deepika.bm@fidelituscorp.com	9845037172
3	Thilak Biradar	thilak.biradar@fidelituscorp.com	9845094192

