



OIL INDIA LIMITED
(A Govt. of India Enterprise)
PLOT NO.19,SECTOR16A,NOIDA
UTTAR PRADESH-201301,INDIA
Email:corp_c&p@oilindia.in,**Fax:**0120-2488327

Vendor Code [210918]
M/s. AGMATEL INDIA PRIVATE LIMITED
E-366, IIND FLOOR,NIRMAN VIHAR
VIKAS MARG
NEW DELHI
110092
Delhi

PURCHASE ORDER NO : 7050087751/LCP
PURCHASE ORDER DATE : 11.12.2023

**ABOVE PO NO & DATE MUST APPEAR ON
ALL DOCUMENTS / CORRESPONDENCE
ETC.**

Dear Sirs,

Please arrange to supply the following materials as per terms and conditions detailed in this Order.

Item No./ Mat. Code	Material Description	Quantity (UOM)	Unit Rate (Currency)	Total Value (Currency)
10 99054748	Microsoft Office Home & Business 2021	1 (NO)	15677.97 (INR)	15677.97 (INR)

Total FOR Destination Value :

15,677.97

AMOUNT EXCLUSIVE OF GST IS RS. 15,677.97

GST@18%=RS. 2822.03

TOTAL AMOUNT INCLUSIVE OF GST IS RS. 18500.00

Order Note(s) : ITEMS TO BE DELIVERED ON OR BEFORE 26.12.2023

Terms & Conditions : Wherever the rates are indicated as INR 1.00 please obtain our approval of the item rate before actual supply of the material.

Please arrange to deliver the materials within 10 days from the date of receipt of this order, failing which, we have the option to procure the material from any alternate source and this Order shall stand cancelled. Non-execution of the order within the delivery period shall adversely affect vendor rating/performance and future placement of order on you.

Please pack the materials giving above Order No. on each packet for easy identification.

Kindly submit your bill(s) in triplicate mentioning the above order no. to Materials Department for releasing payment.

OIL, Uttar Pradesh's GSTN Provisional Number : **09AAACO2352C1ZV**

STATUTORY NOTE:

Being statutory requirement, while submitting your bill(s) /invoices(s) against the order please provide the following information to facilitate payment.

i) Your Permanent Account Number (PAN) allotted by the Income tax authorities. In the event PAN not yet allotted to you, please enclose copy of application made by you for PAN allotment.

PURCHASE ORDER NO : 7050087751/LCP
PURCHASE ORDER DATE : 11.12.2023

- ii) Name and address of your banker indicating your bank Account Number.
- iii) GSTIN Registration Number (For Registered Vendors)
- iv) Declaration as Unregistered under GSTIN (For Unregistered Vendors)
- v) PF Code Number (wherever applicable).

Note: Consequent upon implementation of GST with effect from 01.07.2017, OIL would prefer to have business transactions with registered vendors in view of various compliance burden envisaged under GST. Therefore, vendors who have already registered with GSTIN must provide their GSTIN registration numbers immediately. Moreover, the unregistered vendors are also required to declare their status to the company. However, the unregistered vendors may prefer to opt for registration under composition scheme in GST, in which case the vendor will discharge GST at the concessional rates applicable to a composition dealer, but GST in such case cannot be invoiced to the buyer as per provisions of CGST Act, 2017.

Yours faithfully,
OIL INDIA LIMITED

MANISHA AGARWALA
MANAGER (C&P)
FOR GM (C&P)-HOD

CC: Circulation / Order File