



Port
Par-Excellence
चेन्नै पोर्ट ट्रस्ट
CHENNAI PORT TRUST

Fax : 044-25361228

Phone : 044-25362201

प्रशासनिक कार्यालय

ADMINISTRATIVE OFFICE

राजाजी साली, चेन्नै-६०० ००९.

Rajaji Salai, Chennai - 600 001.

Website : www.chennaiport.gov.in

Date :

EDP/MS 365/2021/F

Dt.07/01/2022

To

M/s. Crayon Software Experts India Private Limited,
902-903, 9th Floor, Lodha Supremus,
Kanjur Village Road, Nehru Nagar Kanjumarg(E),
Off Andheri Kurla Road,
Mumbai,
Maharashtra – 400 042.

Sir,

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

Ref: Your offer dated 23/12/2021.

With reference to your offer cited, Chennai Port Trust is pleased to place an order towards procurement/supply of four Nos. of Office 365 E3 at a total cost of Rs.78,347/- (Rupees seventy eight thousand three hundred and forty seven only) inclusive of tax as per the terms and conditions detailed under:

Price:

The total cost of Rs.78,347/- (Rupees seventy eight thousand three hundred and forty seven only) inclusive of GST as under:

Part No.	Description	Quantity	Unit Price	Total Price
AAA-06227	Office 365 E3	4	16,598.88	66,395.52
Total Exclusive of Taxes				66,395.52
GST @ 18%				11,951.19
Total Inclusive of Taxes				78,346.71
Rounded Off				78,347.00

Scope of Work:

1. Supply/procurement of four Nos. of Office 365 E3 as per your letter dated 23/12/2021.
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.

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., Tin 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 Trust by mentioning the GSTIN of ChPT and indicating amounts of GST separately. The GSTIN of ChPT 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 ChPT to enable ChPT 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 at 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) 2/3