(To be on the letter head of the member)

# Purchase Order for Router Procurement

To, Date:

# Sify Digital Services Ltd,

2nd Floor, TIDEL Park, No 4 Rajiv Gandhi Salai, Taramani, Chennai, Chennai, Tamil Nadu, India, 600113 PAN: ABDCS9734N

# GSTIN 33ABDCS9734N1ZS

Member Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sify Virtual Account no for payment** | **TM**  **Code\*** | **TM Name\*** | **Billing Contact Details\*** | | | **Billing address\*** | **Reference no** (Member may quote its internal purchase/work order reference  no for Tracking purpose) |
| **Contact Person Name** | **Email ID** | **Contact No** |
| Beneficiary-Sify Digital Services Ltd., Bank Name-HDFC Bank Ltd., Bank Branch-R. K. Salai, Chennai Account Type-Current, IFSC Code-HDFC0001097 & Account No. SIFYDIGI643266 |  |  |  |  |  |  |  |

Fields marked as \* are mandatory

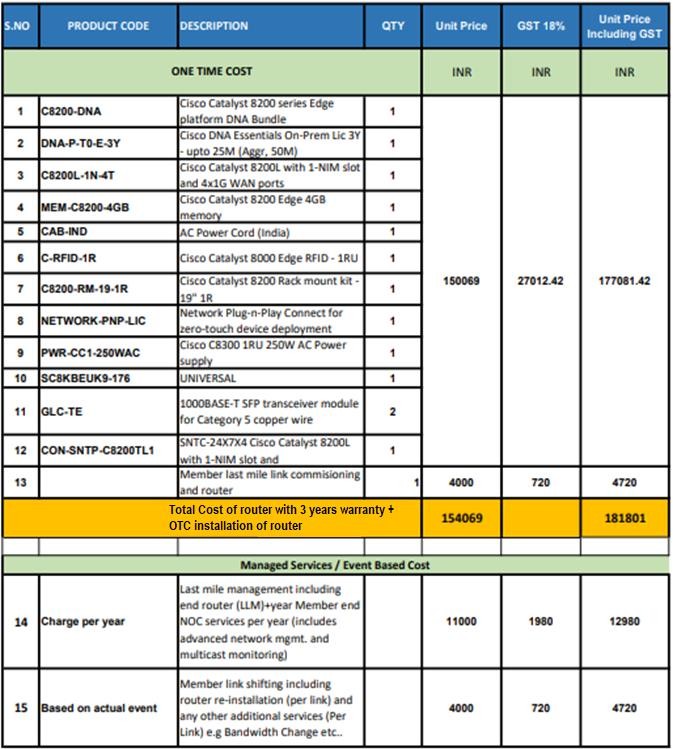
# Member Scenario and Router Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Delivery address**  **(Customer Location)\*** | **Billing Location GSTN No\*** | **Delivery location GSTN No\*** | **Customer Contact Details\*** | | | **SAC ID**  (as provided by NSE)\* | **Router Qty** (Please quote number of router required)\* |
| **Name** | **Email ID** | **Contact No** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |

**Fields marked as \* are mandatory.**

# Note:

* **Purchase Order & payment once submitted cannot be cancelled or refunded**
* **Purchase should be issued on member’s company letter head, Delivery location GST is mandatory for Router delivery.**



**Terms & Conditions:**

* + Taxes: As per applicable GST for Product & Services.
  + Router will be allocated/dispatched only after receiving payment from Member in Virtual account number of Sify Digital Services. Please contact Sify Onsite team for virtual account number before releasing purchase order & payment.
  + Warranty Terms: Router will be covered under 3 years warranty.

4th & 5th - 2 years AMC will be charged extra a per applicable OEM AMC rates after completion of 3 years warranty, In case link is operational in the system, the AMC for 2 years will be auto renewed.

* + Last-mile Managed Service charges stated above are one-year recurring charges and shall be charged yearly in advance. In case of Member link shifting including router re-installation, member will be billed when actual event takes place as one-time charges.
  + Scope: One-time Installation, configuration, and management of Cisco Router
  + Router delivery: 8 weeks from the date of payment & purchase order to Sify Digital
  + Member Disconnection: There will be no refund to the member's account if the member decides to disconnect or surrender the link after delivery/commissioning of router.

Authorized Signatory Company name & Stamp