Annexure 1

**(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

Member Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TM Code\*** | **TM Name\*** | **Billing Contact Details\*** | | | **Billing address\*** | **Reference no** (Member may quote its internal purchase/work order reference no for Tracking purpose) |
| **Name** | **Email ID** | **Contact No** |
|  |  |  |  |  |  |  |

Fields marked as \* are mandatory

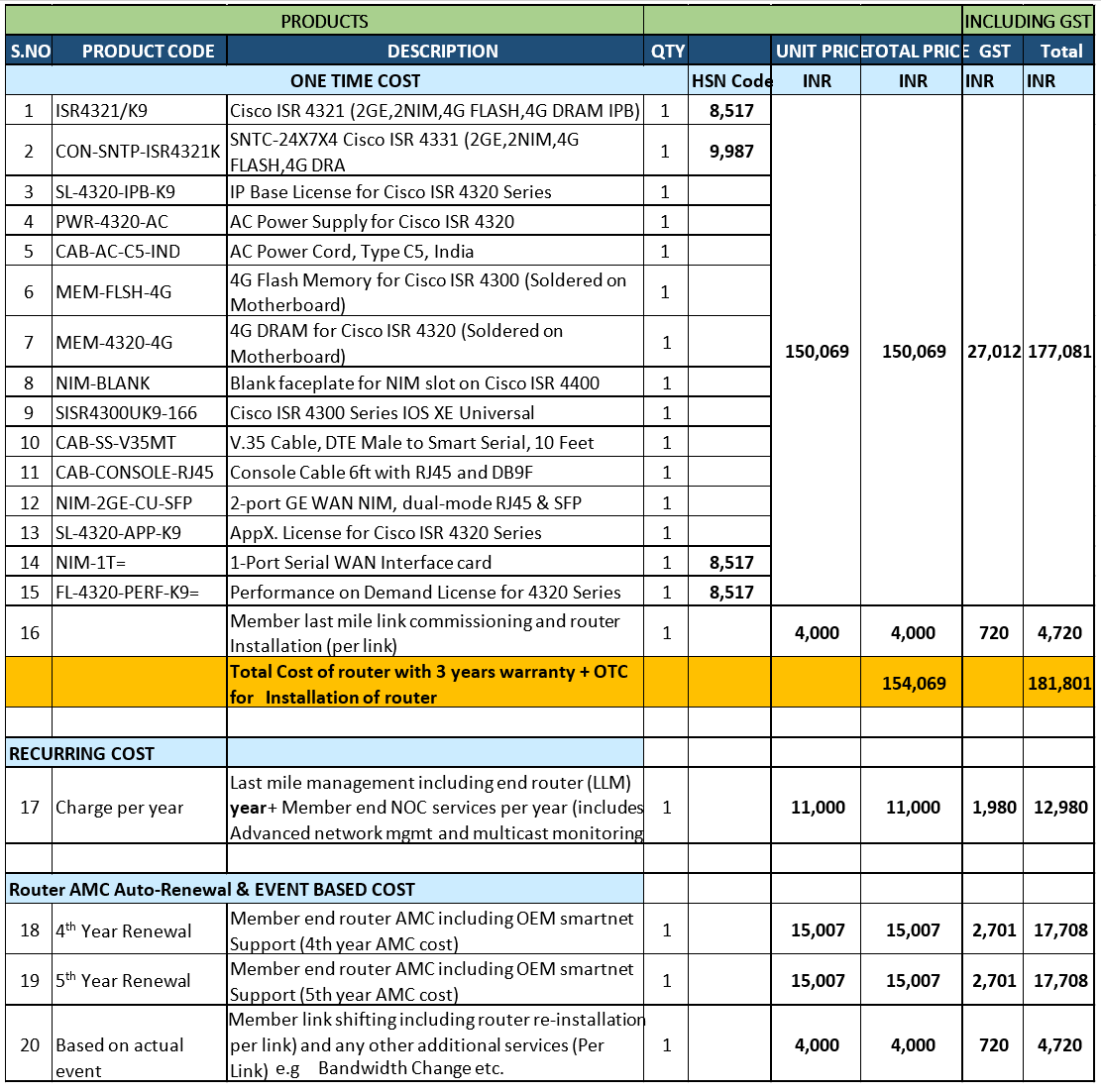
Member Scenario and Router Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 once submitted cannot be cancelled



Terms & Conditions:

* Taxes: Applicable as Per GST 18% on Product & service.
* Warranty: Router is covered under 3 year warranty
* AMC: In case managed services are active after completion of 3 year contract AMC will be Auto triggered for additional 2 years (4th & 5th year) AMC charges are subject to change of OEM pricing policy and will be communicated before triggering AMC renewal
* LLM charges stated above are for one year 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.
* Scope: One-time Installation, configuration and management for Cisco Router
* Delivery: 8 weeks from the date of Formal PO
* PO Should be issued on member’s company letter head.
* Member Disconnection: If member decide to disconnect or surrender the link with in one year there will be no refund will on the member’s account.
* Purchase Order should be placed under

SIFY DIGITAL SERVICES LIMITED

2nd Floor, TIDEL Park, No 4 Rajiv Gandhi Salai, Taramani, Chennai, Chennai,

Tamil Nadu, India, 600113

PAN: ABDCS9734N

GSTIN 33ABDCS9734N1ZS

Authorized Signatory