

To,
ELECTRIC CENTRE
13B,,
DHIRENDRANATH GHOSH ROAD
KOLKATA, KOLKATA, WEST BENGAL, INDIA - 700025
Ph : 03324191738
VENDOR CODE:371421

Purchase order

PO number/date
4509512189/10.01.2023
Contact person/Telephone
SINGH MICKEY PREM/033 2429-
FAX NO -
Email singhm@bharatpetroleum.in

Deliver to:
M/s. Eastern Regional Office
Bharat Petroleum Corporation Ltd.,
Bharat Bhavan, Plot no. 31,,
Kolkata, INDIA - 700095

Purchase Grp: T17/HRS ENGG ER OFFICE
Your quotation/Dated:
Delivery date: 31.03.2023
Our Reference:

Contract Documents
SL.No. Description

Estimated Order Value :

INR 587,000.00

(In words: Rs. Five Lakh Eighty Seven Thousand Only.)

Subject: SUPPLY & FIXING OF LED LIGHTS FOR COMMON AREA & CONFERENCE ROOMS AT ERO, KOLKATA.

With reference to your Quotation/Contract No. dated and subsequent correspondence/discussions had till date, we are pleased to issue our Purchase Order as per terms and conditions mentioned in this order. In case of clarification please contact:

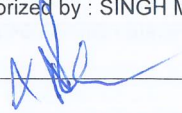
SINGH MICKEY PREM

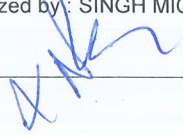
NOTE : We request you to kindly raise separate invoices for capital and input items. Kindly refer to the bifurcation regarding nature of the item (Capital/ Input) mentioned against each line item(s). Due to statutory requirements, combined invoices for capital and input items will not be processed. You are requested to take note of this aspect and ensure that invoices are raised as per requirement.

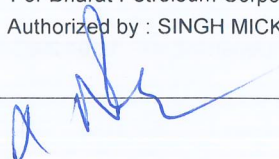
For any further clarifications/instructions/Site related information needed for rendering services as per scope of work, you are requested to contact our Engineer-in-charge NIDHI RAO.

Item	MaterialNo. Description	OrderQuantity Price	Unit Currency	Net Value
Page 1 of 6		Please sign & send the duplicate copy of this order as acknowledgement		For Bharat Petroleum Corporation Ltd. Authorized by : SINGH MICKEY PREM

To, ELECTRIC CENTRE VENDOR CODE:371421				PO number/date 4509512189 / 10.01.2023	
Item	MaterialNo. Description	OrderPrice	Quantity Currency	Unit	Net Value
00010	SUPPLY & FIXING OF LED LIGHTS FOR COMMON Nature of Exp : Capital HSN/SAC Code : 998719				
	Gross Price	461,150.00	INR		461,150.00
	State GST		9.000 %		41,503.50
	Central GST		9.000 %		41,503.50
The item covers the following services: Expected value of unplanned services: 461,150.00					
00020	SUPPLY & FIXING OF LED LIGHTS FOR COMMON Nature of Exp : Capital HSN/SAC Code : 998719				
	Gross Price	125,850.00	INR		125,850.00
	State GST		9.000 %		11,326.50
	Central GST		9.000 %		11,326.50
The item covers the following services: Expected value of unplanned services: 125,850.00					
Total net item val.					587,000.00 INR
TOTAL AMOUNT (IN WORDS): RUPEES FIVE LAC EIGHTY SEVEN THOUSAND ONLY					
Page 2 of 6				For Bharat Petroleum Corporation Ltd. Authorized by : SINGH MICKEY PREM 	

To, ELECTRIC CENTRE VENDOR CODE:371421	PO number/date 4509512189 / 10.01.2023
Common Conditions	
Terms of payment. Pay immediately	
GST Registration No.: 19AAACB2902M1ZQ	
Our PAN details : AAACB2902M	
Page 3 of 6 Generated On : 11.04.2023 10:42:10	For Bharat Petroleum Corporation Ltd. Authorized by : SINGH MICKEY PREM 

To, ELECTRIC CENTRE VENDOR CODE:371421	PO number/date 4509512189 / 10.01.2023
<p>Business Process Excellence Centre (BPEC)</p> <p>1) All your original invoices as well as original Bank Guarantees (for Indigenous Purchases) should be sent directly to BPEC at the following address: Bharat Petroleum Corporation Limited BPCL Office Complex, Business Process Excellence Centre (BPEC) Plot no. - 6, Sector - 2, Behind CIDCO Garden, Kharghar, Navi Mumbai - 410210</p> <p>2) Instructions for submission of various documents to BPEC :</p> <p>a) Invoices should be original GST Invoice along with necessary supporting documents.</p> <p>b) Bank Guarantees (BG's)/ Performance Bank Guarantees (PBG's) in original.</p> <p>c) The following documents need not be sent to BPEC & the same be submitted at location:</p> <p>i) Duplicate copy for Transporter (DFT); ii) User reference manuals; iii) Test booklets</p> <p>d) Multiple invoices should not be bunched/ stapled together while sending the same to BPEC. Each invoice along with its respective supporting documents should be stapled separately.</p> <p>3) Process for submitting Bank Guarantee / PBG under SFMS (Structured Financial Messaging System) mode as follows:</p> <p>Vendors/ Contractors shall insist their Bank on issuance of SFMS Bank Guarantee for faster payments. Vendors/ Contractors shall provide BPCL's Bank Account No. & IFSC Code (Details given below) to their Bank as beneficiary at the time of application for Bank Guarantee in favor of BPCL. Issuing Bank shall issue the Bank Guarantee & send SFMS message to BPCL's Bank confirming the authenticity of Bank Guarantee who in turn shall send the confirmation to BPCL.</p> <p>Name of Bank: State Bank of India, Branch :CAG Branch, Mumbai Account No: 11083980831 IFSC Code: SBIN0009995</p> <p>SFMS BG will help in faster verification of BGs and prompt release of payments to vendors/contractors.</p> <p>4) Following tax related aspects to be strictly adhered to and reflected in the invoices:</p> <p>a) BPCL Purchase Order No. (45XXXXXXXX) as well as Vendor Code</p> <p>b) All taxes charged should be separately mentioned on the invoice & as per purchase order</p> <p>c) There should not be any manual correction on face of invoice</p> <p>d) Checklist for valid GST Invoice:</p>	
Page 4 of 6 Generated On : 11.04.2023 10:42:10	For Bharat Petroleum Corporation Ltd. Authorized by: SINGH MICKEY PREM 

To, ELECTRIC CENTRE VENDOR CODE: 371421	PO number/date 4509512189 / 10.01.2023
<p>II. Invoice no. mentioned should not exceed sixteen character (16) and they can contain only "-" and "/" special characters</p> <p>III. Invoice should be dated</p> <p>IV. Name, Complete Address (including state name) and GST Number of BPCL corresponding to the location where actual supply has been provided.</p> <p>V. HSN/ SAC for goods/ services</p> <p>VI. Description of goods/services matching with purchase order</p> <p>VII. Quantity & Unit of Measurement in case of Goods/Material matching with purchase order</p> <p>VIII. Taxable Value of Supply</p> <p>IX. Rate of Tax (5%/ 12%/18%/28%) with breakup of CGST & SGST/UTGST as applicable</p> <p>X. Type/Description of Tax (CGST/SGST/UTGST or IGST)</p> <p>XI. Amount of Tax with breakup of CGST & SGST/UTGST or IGST as applicable</p> <p>XII. Whether the tax is payable on reverse charge basis</p> <p>XIII. Signature or Digital Signature of the supplier or his authorized representative</p> <p>XIV. Corresponding details of invoices must necessarily be uploaded in GSTN Portal against BPCL's GST Registration No. This is required to ensure BPCL to claim credit of taxes. Failure to comply with this would affect your payments.</p> <p>If the invoices are not received as per the above, invoice may be rejected.</p> <p>5) Process for updating Mobile No. & Email Address with BPCL is as under:</p> <p>a) Please write to concerned purchasing officer at the location for updation of Email ID/ Mobile No.</p> <p>b) Vendors can update Mobile No. & Email Address directly by login in to Vendor Portal</p> <p>c) Update Mobile No. & Email Address for receiving alerts for invoices processing/ BG's and accessing vendor portal/ mobile application/ SMS application</p> <p>6) Various Methods for tracking the status of invoices are as under:</p> <p>a) Vendor Portal: https://econnect.bpcl.in</p> <p>b) Mobile Application: https://ebiz.bpc.co.in/mobeconnect.htm using their registered mobile no.</p> <p>c) SMS from your registered mobile number as: "STAT (SPACE) <DPID No.>" to 9223112222.</p> <p>d) Email: z_vendorhelpdesk@bharatpetroleum.in.</p> <p>e) Call on Toll-Free no. 1800 22 4221 (9AM to 5PM only working days).</p>	
Page 5 of 6 Generated On : 11.04.2023 10:42:10	For Bharat Petroleum Corporation Ltd. Authorized by : SINGH MICKEY PREM 

To, ELECTRIC CENTRE VENDOR CODE:371421		PO number/date 4509512189 / 10.01.2023
Sr.No. Description		
1	Time is the essence of contract.	
2	No partial shipment unless otherwise permitted by BPCL.	
3	Please raise separate invoice for Capital and Input item.	
4	<p>You may register yourself at our vendor Portal 'https://econnect.bpcl.in/' for various information e.g. Online Bill Status Tracking etc. Vendor can also submit digitally signed invoice (pdf) by logging in to BPCL vendor portal as above.</p> <p>In case of any queries or issues, vendor may refer to contact person of Purchase Order or BPEC.</p>	
5	Please specify TAN no. in the invoice if TCS is being claimed in invoice	
Page 6 of 6 Generated On : 11.04.2023 10:42:10		For Bharat Petroleum Corporation Ltd. Authorized by : SINGH MICKEY PREM 