

SOP

- 1. Maintenance**
- 2. Upgradation**
- 3. Penalty Against Damage**

SOP FOR IT MAINTENANCE

Purpose:

The goal is to provide Sushant University staff /faculty/ student/any system users, high-quality technical services by the university's IT Team, as well as to help computer users to address their inquiries, fix any computer-related repair / update issues.

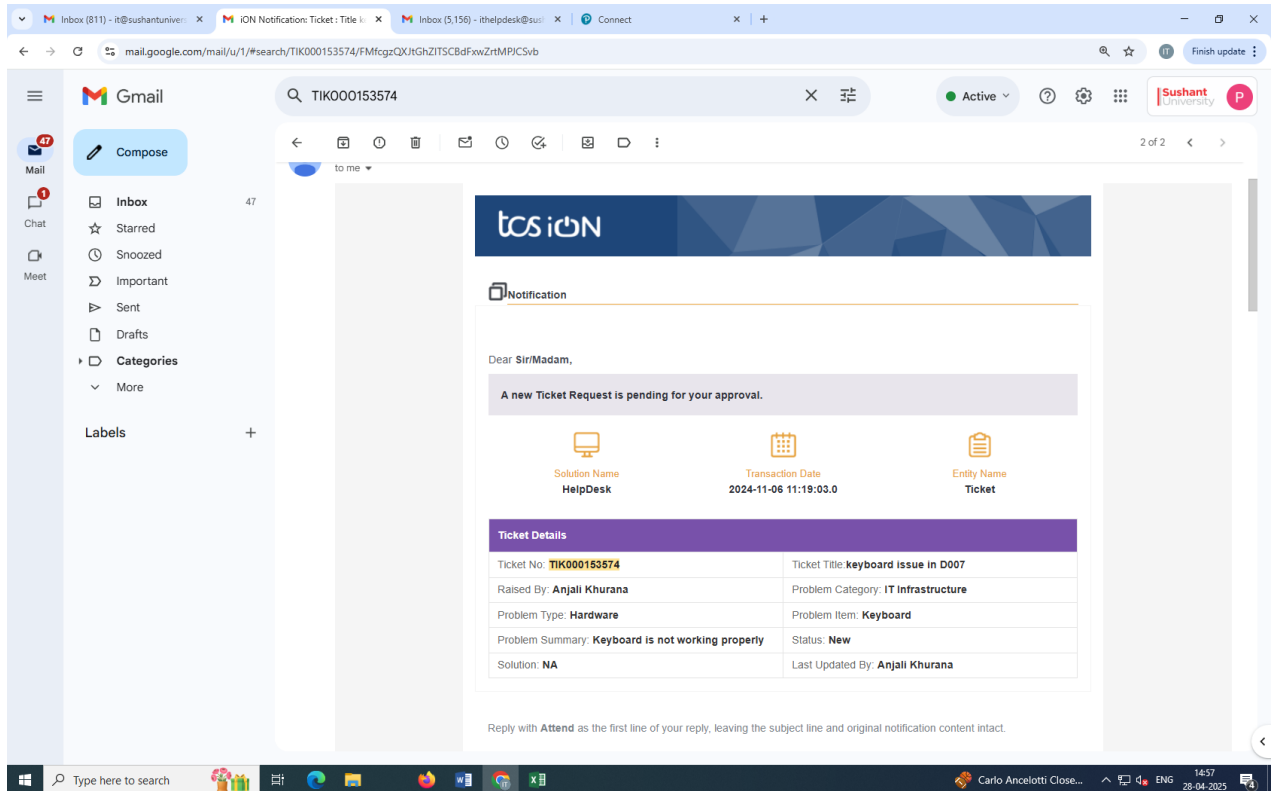
Steps involved / Scope of Work

The Sushant University computer software / hardware/network and other assets are all maintained by the IT Team. These involves the following steps:

- a. Repair / Update requirement raised by the User through raising a Ticket in TCS ERP.
- b. Tickets is attended by IT Helpdesk and requirement is checked for resolution.
- c. If no consumables are required, the ticket is escalated to the concerned IT Team to attend and close the ticket after resolution.
- d. If any consumables are required for repairing, IT Teams check the availability of the required item in stock. If available, item is immediately replaced and ticket is closed.
- e. If required item is not available in stock, then a requirement of consumables is raised for early procurement. In that case, Ticket is updated as "On Hold" till the item is available in stock again.
- f. In case of any procurement of consumables are required, IT Dept. invites quotes from the vendor for taking the budgetary approval. Meanwhile a comparative statement is prepared for the consumables and send to purchase committee for the negotiation and deciding the L1 vendor for the supply.
- g. Once the purchase committee decides L1 Vendor, a Purchase Order is issued to the vendor for the supply.
- h. Once the item is received at University Gate, items are entered at main gate register by the security staff with proper seal / stamp.
- i. Then the items are taken in stock inventory by IT Department and issued to the concerned team for immediate replacement and closure of the ticket after the repairing is done.

Sample of Screenshots following the steps mentioned above

Ticket is raised by the user



The screenshot shows a Gmail interface with a search bar containing 'TIK000153574'. The email content is as follows:

Notification

Dear Sir/Madam,

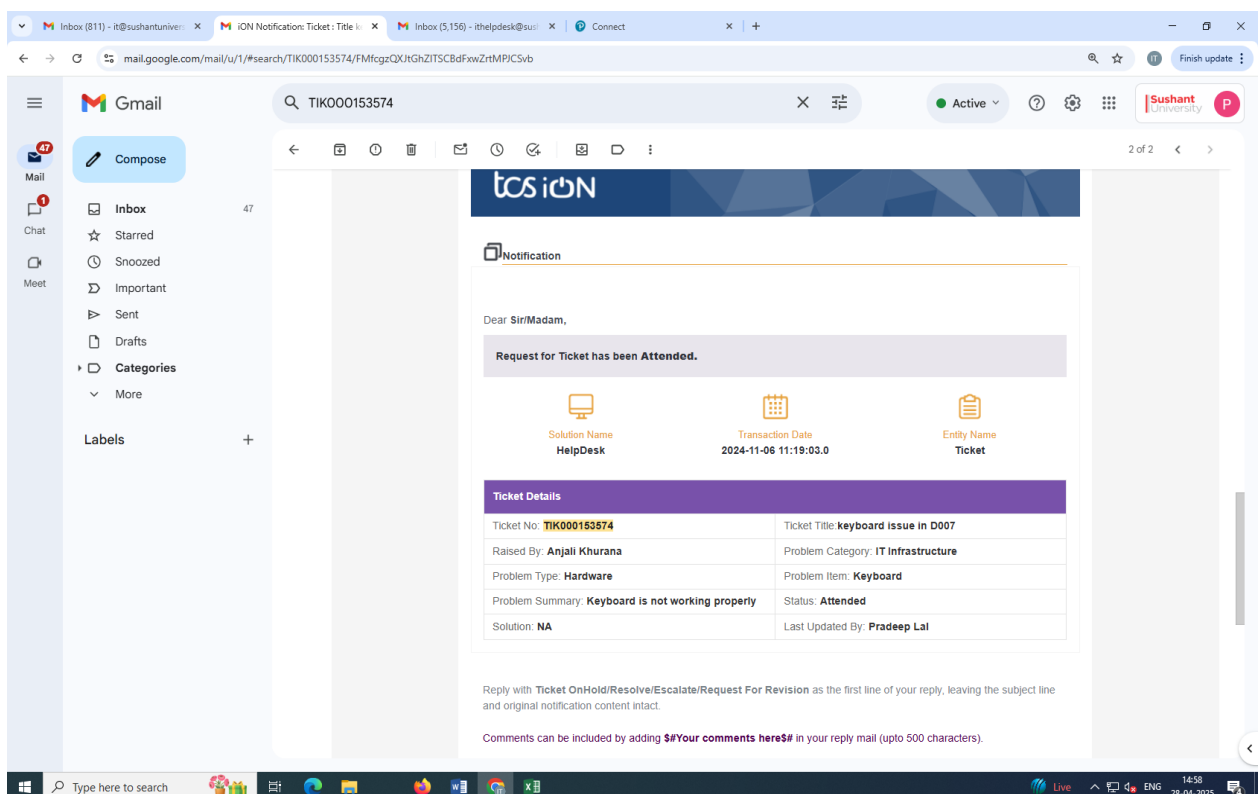
A new Ticket Request is pending for your approval.

Solution Name: HelpDesk
Transaction Date: 2024-11-06 11:19:03.0
Entity Name: Ticket

Ticket Details	
Ticket No: TIK000153574	Ticket Title: keyboard issue in D007
Raised By: Anjali Khurana	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Keyboard
Problem Summary: Keyboard is not working properly	Status: New
Solution: NA	Last Updated By: Anjali Khurana

Reply with **Attend** as the first line of your reply, leaving the subject line and original notification content intact.

Ticket is attended by the Helpdesk Team



The screenshot shows a Gmail interface with a search bar containing 'TIK000153574'. The email content is as follows:

Notification

Dear Sir/Madam,

Request for Ticket has been Attended.

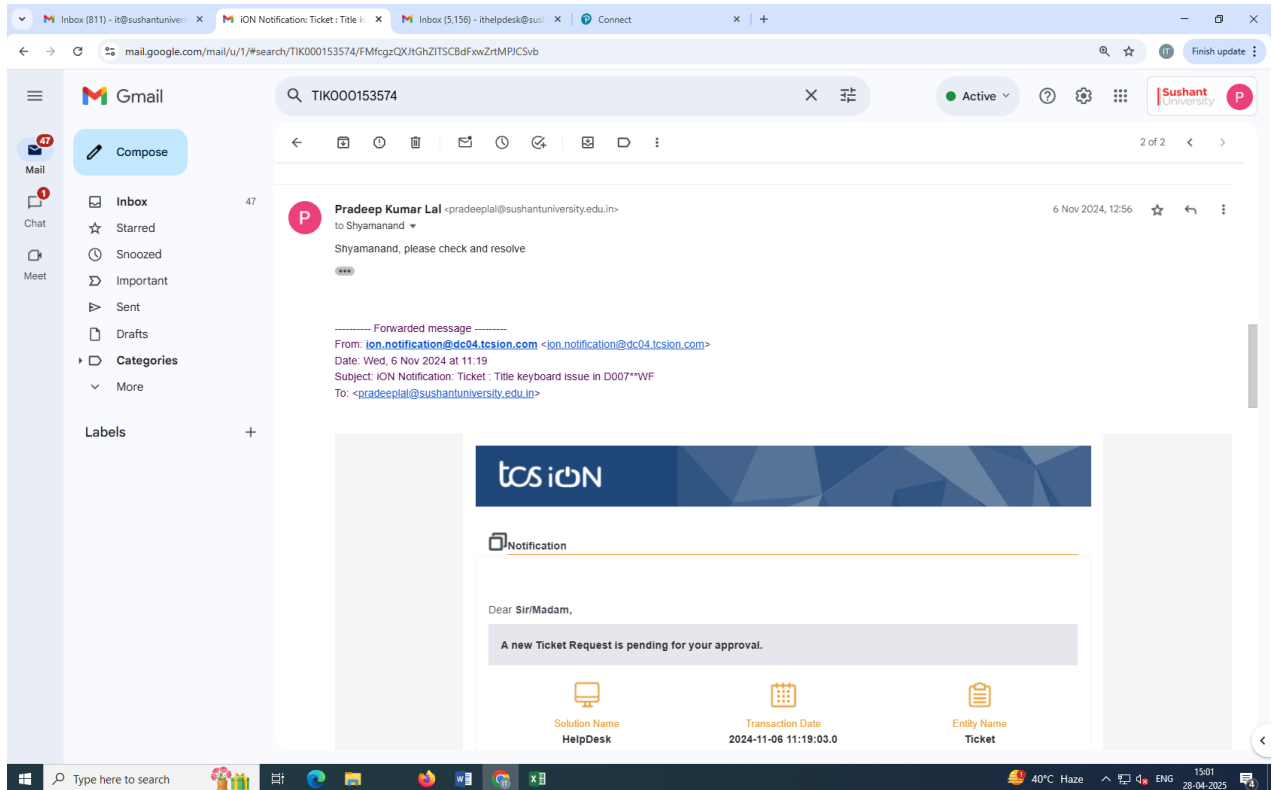
Solution Name: HelpDesk
Transaction Date: 2024-11-06 11:19:03.0
Entity Name: Ticket

Ticket Details	
Ticket No: TIK000153574	Ticket Title: keyboard issue in D007
Raised By: Anjali Khurana	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Keyboard
Problem Summary: Keyboard is not working properly	Status: Attended
Solution: NA	Last Updated By: Pradeep Lal

Reply with **Ticket OnHold/Resolve/Escalate/Request For Revision** as the first line of your reply, leaving the subject line and original notification content intact.

Comments can be included by adding **\$#Your comments here\$#** in your reply mail (upto 500 characters).

Ticket forwarded to the Concerned Team



The screenshot shows a Gmail interface with a search bar containing "TIK000153574". The email is from "Pradeep Kumar Lal" to "Shyamanand", dated 6 Nov 2024, 12:56. The subject is "ION Notification: Ticket: Title keyboard issue in D007**WF". The email content includes a forwarded message from "ion.notification@dc04.tcsion.com" with the subject "ION Notification: Ticket: Title keyboard issue in D007**WF". The forwarded message content is as follows:

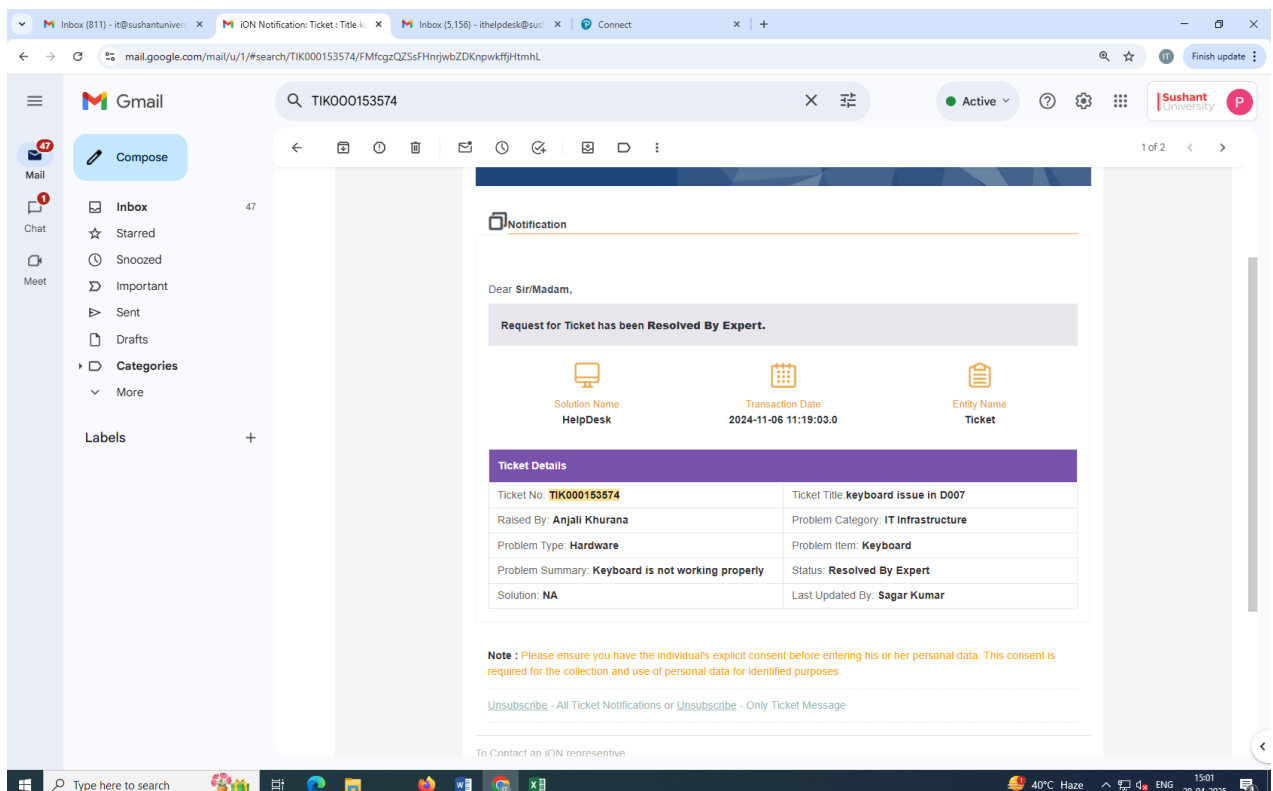
Dear Sir/Madam,

A new Ticket Request is pending for your approval.

The forwarded message includes a table with the following details:

Solution Name	Transaction Date	Entity Name
HelpDesk	2024-11-06 11:19:03.0	Ticket

Keyboard replaced from Stock, Hence Ticket is Closed after resolution



The screenshot shows a Gmail interface with a search bar containing "TIK000153574". The email is from "ION Notification" to "Shyamanand", dated 6 Nov 2024, 12:56. The subject is "ION Notification: Ticket: Title keyboard issue in D007**WF". The email content includes a notification from "ion.notification@dc04.tcsion.com" with the subject "ION Notification: Ticket: Title keyboard issue in D007**WF". The notification content is as follows:

Dear Sir/Madam,

Request for Ticket has been Resolved By Expert.

The notification includes a table with the following details:

Solution Name	Transaction Date	Entity Name
HelpDesk	2024-11-06 11:19:03.0	Ticket

Ticket Details

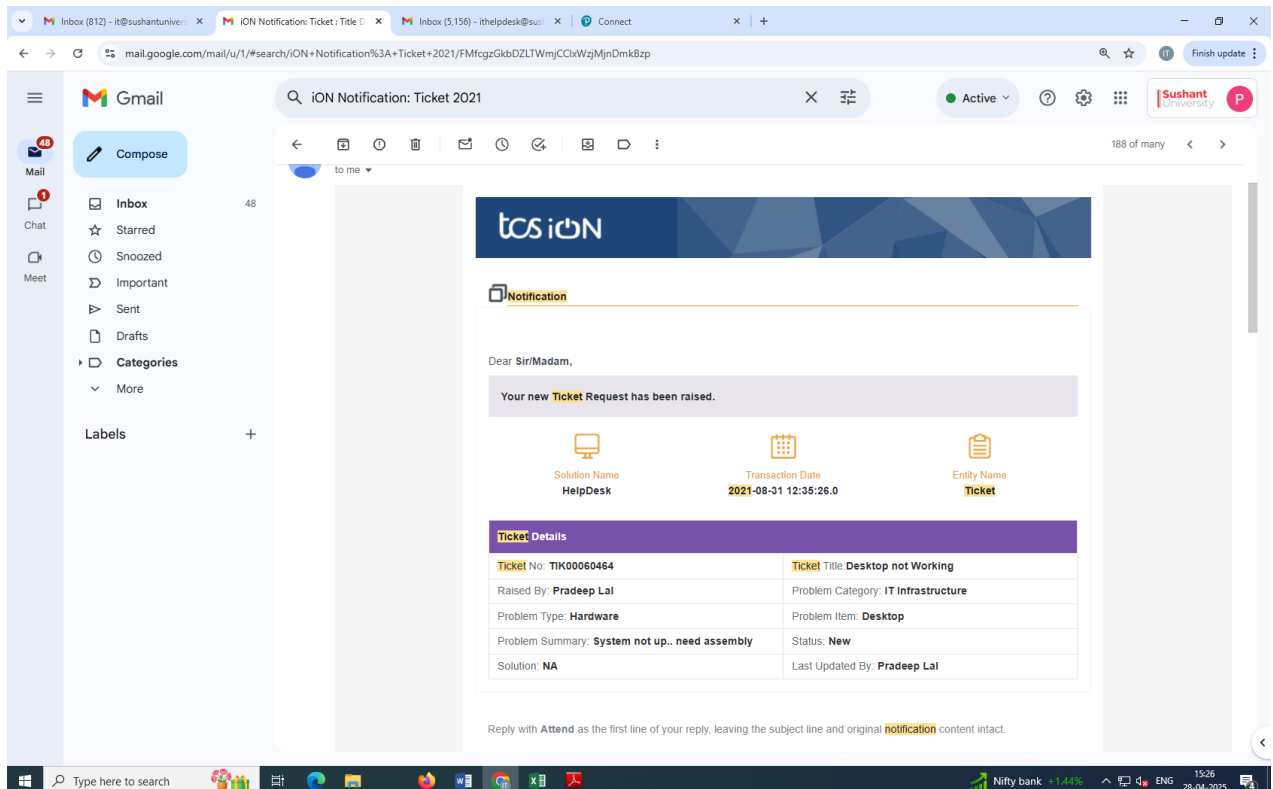
Ticket No: TIK000153574	Ticket Title: keyboard issue in D007
Raised By: Anjali Khurana	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Keyboard
Problem Summary: Keyboard is not working properly	Status: Resolved By Expert
Solution: NA	Last Updated By: Sagar Kumar

Note : Please ensure you have the individual's explicit consent before entering his or her personal data. This consent is required for the collection and use of personal data for identified purposes.

Unsubscribe - All Ticket Notifications or Unsubscribe - Only Ticket Message

To Contact an ION representative

Another Ticket is raised by the User regarding System is Dead

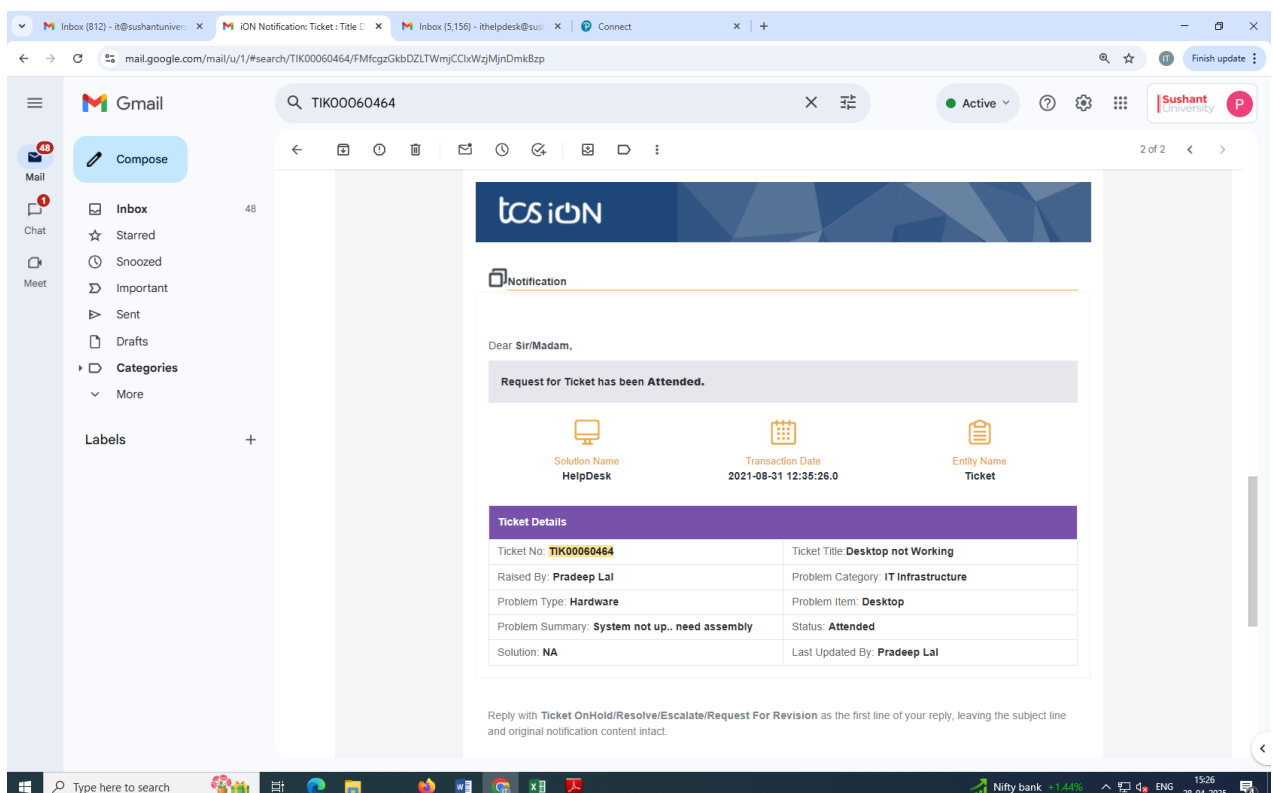


The screenshot shows a Gmail inbox with a search bar containing "ION Notification: Ticket 2021". The email content is a notification from tcs ion. It starts with "Dear Sir/Madam," followed by "Your new Ticket Request has been raised." Below this, there are three icons: a monitor for "Solution Name: HelpDesk", a calendar for "Transaction Date: 2021-08-31 12:35:26.0", and a document for "Entity Name: Ticket". A "Ticket Details" table follows, containing information about the ticket number, title, raised by, problem type, summary, and status.

Ticket Details	
Ticket No: TIK00060464	Ticket Title: Desktop not Working
Raised By: Pradeep Lal	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Desktop
Problem Summary: System not up.. need assembly	Status: New
Solution: NA	Last Updated By: Pradeep Lal

At the bottom, it says "Reply with Attend as the first line of your reply, leaving the subject line and original notification content intact."

Ticket Attended by the Helpdesk Team

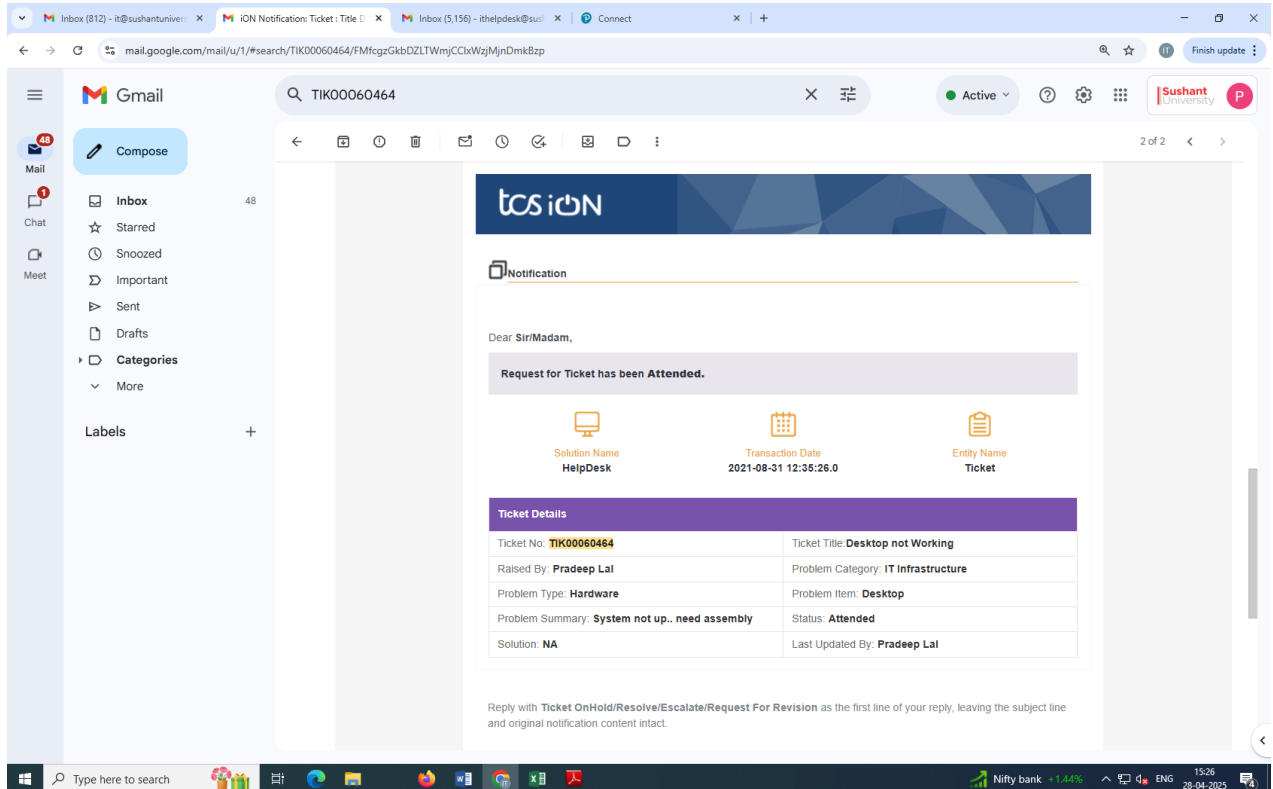


The screenshot shows the same Gmail inbox, but the search bar now contains "TIK00060464". The email content is the same notification, but the status has been updated to "Attended". The "Ticket Details" table now shows "Status: Attended" and "Last Updated By: Pradeep Lal".

Ticket Details	
Ticket No: TIK00060464	Ticket Title: Desktop not Working
Raised By: Pradeep Lal	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Desktop
Problem Summary: System not up.. need assembly	Status: Attended
Solution: NA	Last Updated By: Pradeep Lal

At the bottom, it says "Reply with Ticket OnHold/Resolve/Escalate/Request For Revision as the first line of your reply, leaving the subject line and original notification content intact."

Ticket Escalated to the Concerned IT Team for assessment



Notification

Dear Sir/Madam,

Request for Ticket has been Attended.

Solution Name
HelpDesk

Transaction Date
2021-08-31 12:35:26.0

Entity Name
Ticket

Ticket Details

Ticket No. TIK00060464	Ticket Title: Desktop not Working
Raised By: Pradeep Lal	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Desktop
Problem Summary: System not up.. need assembly	Status: Attended
Solution: NA	Last Updated By: Pradeep Lal

Reply with Ticket OnHold/Resolve/Escalate/Request For Revision as the first line of your reply, leaving the subject line and original notification content intact.

After Team assessment, SMPS Found Faulty (Need Procurement). Quotation for other accessories also called for Budgetary Approval of all items in one go

SHIPPER		RECEIVER	
INOSPIRE Softwares		Sushant University	
Plot No 126, Vikas Nagar		Gurgaon - Haryana	
GSTIN : 06AMMPL6913D1Z3			
Quotation No. INS-1596			
Quotation Date 14-08-2021			
Validity 20-08-2021			

S.N.	Description	HSN Code	Qty.	Unit Rate	Amount
1	Lapcare SMPS	8471	20	530	10,600
2	Dell USB Mouse	8471	25	220	5,500
3	Toolkit(Laptop)	8471	1	400	400
4	Toolkit(Dekstop)	8471	1	400	400
5	Rj 45 Connector box	8471	1	350	350
6	Cable Tie	8471	2	200	400
7	VGA to HDMI Connector	8471	5	850	4,250
8	CMOS Battery	8471	10	20	200
9	D-link LAN Tester	8471	1	1,000	1,000
10	Laptop Battery for HP 240 G5	8471	6	1,300	7,800
11	Laptop Battery for 348 G4	8471	4	1,300	5,200
12	Laptop Charger for HP 240 G5	8471	6	950	5,700
13	VGA Cable 3 Meter	8471	10	220	2,200
14	HDMI Cable 5 meter	8471	10	300	3,000

Terms & Conditions		Total	
Delivery -within 2 day time		47,000	
Payment Terms - within 15 days.		SGST @ 9%	
Warranty- Standard warranty as per OEM		4,230	
		CGST @ 9%	
		4,230	
		Grand Total	
		55,460	

Budgetary Approval Processed

SUSHANT UNIVERSITY, SECTOR – 55, GURGAON
SU/IT/08/001

Office Note

Dated: August 23, 2021



Sub: Budgetary Approval for IT Consumables for the Maintenance / Service.

We require the following IT Consumables on high priority for the regular maintenance and making all the labs fully operational before the start of the next session which is commencing from 06/09/2021. Few items are required for providing smooth services to all on a regular basis. List of IT Consumables required are as Follows.

A. IT Consumables for Regular Maintenance:

1. SMPS for Desktops	-	20 Nos
2. Dell USB Mouse	-	25 Nos
3. D-Link LAN Tester	-	01 Nos
4. HDMI to VGA Converter	-	05 Nos
5. Toolkit for Laptop	-	01 Nos
6. Toolkit for Desktop	-	01 Nos.
7. RJ 45 Connector	-	01 Pkt.
8. Cable Tie	-	02 Pkts.
9. CMOS Battery (Desktop)	-	10 Nos.
10. VGA Cable (3 Mtrs)	-	10 Nos.
11. HDMI cable (5 Mtrs)	-	10 Nos.

B. Laptop Accessories:

We also require Laptop Accessories for providing un-interrupted services to high level officials (Deans / Directors / HODs / Registrar Etc.) who are using University Laptops. IT Department do not have any Laptop battery and charger in stock. Few Laptops Batteries and Chargers are required to replace on priority as the users are facing issues while working with it. Few Laptop Accessories will be kept in IT Stock for the replacement in case of any urgency. List of laptop Accessories are as Follows.

1. HP 240 G5, Core i3 Laptop Battery	-	06 Nos.
2. HP 348 G4, Core i5 Laptop Battery	-	04 Nos.
3. Laptop Charger	-	06 Nos.

We have invited quotations from the suppliers of IT Consumables which are attached herewith for the reference.

It is therefore requested that a **Budgetary Amount of Rs. 54,000/- (All Inclusive)** be approved so that a comparative statement can be prepared and put forth before the Purchase Committee for the negotiation and finalization at the earliest.

Submitted for kind consideration and necessary approval please.

Asst System Manager

Head-IT

CFAO

Registrar

Vice Chancellor.

[Signatures and Dates]
23/8/2021
24/8/2021
25/8/2021
25/8/2021
26/8/21

Comparative Prepared and Purchase Committee Meeting Conducted for Choosing L1 Vendor.

SUSHANT UNIVERSITY, GURGAON

E. L. K. K.

COMPARATIVE STATEMENT FOR THE PURCHASE OF IT CONSUMABLES FOR THE UNIVERSITY

Mr. Keshav (9999008099) Mr. Ravi (8586061071)

28/08/2021

Mr. Tribit (9871397775)

S.No	Item Description	Qty	Jayna India Pvt Ltd SCO 12, Vyapar Sadan, Old Delhi Road, Gurgaon		Inospire Software Plot No. 126, Vikas Nagar Gurgaon		Microworld Infosol B2&B3 Basement Deenar Bhawan Building Nehru Place, N.Delhi	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	SMPS	20	500	10000	530	10600	600	12000
2	DELL USB Mouse	25	220	5500	220	5500	290	7250
3	Tool Kit (Laptop)	1	325	325	400	400	399	399
4	Tool Kit (Desktop)	1	325	325	400	400	400	400
5	RJ 45 Connector	1 Pkt	350	350	350	350	420	420
6	Cable Tie	2 Pkt	120	240	200	400	199	398
7	VGA to HDMI Connector	5	350	1750	850	4250	430	2150
8	CMOS Battery	10	10	100	20	200	15	150
9	D-Link LAN Tester	1	775	775	1000	1000	890	890
10	Laptop Battery for HP 240 G5	6	1060	6360	1300	7800	1190	7140
11	Laptop Battery for HP 348 G4	4	1060	4240	1300	5200	1190	4760
12	Laptop Charger for HP 240 G5	6	1060	6360	950	5700	1190	7140
13	VGA CABLE 3MTR	10	450	4500	220	2200	500	5000
14	HDMI CABLE 5MTR	10	500	5000	300	3000	600	6000
Total Amount (Without GST)				45825		47000		54097
GST (18% Extra)				8248.5		8460		9737.46
Grand Total (Inclusive GST)				54073.5		55460		63834.46
Payment Terms			Not Mentioned		Within 15 days		100% Advance	
Delivery			Not Mentioned		2 Days		1 Week	
Warranty			Standard As per OEM		Standard As per OEM		Standard As per OEM	

Submitted for kind consideration and approvals please.

Asst System Manager

Head IT

Committee convenor

Committee Member 1

Committee Member 3

Committee Chairman

Committee Member 2

Committee Member 4

42000/-
+ 417
18% exbt

40,000/-
+ 417

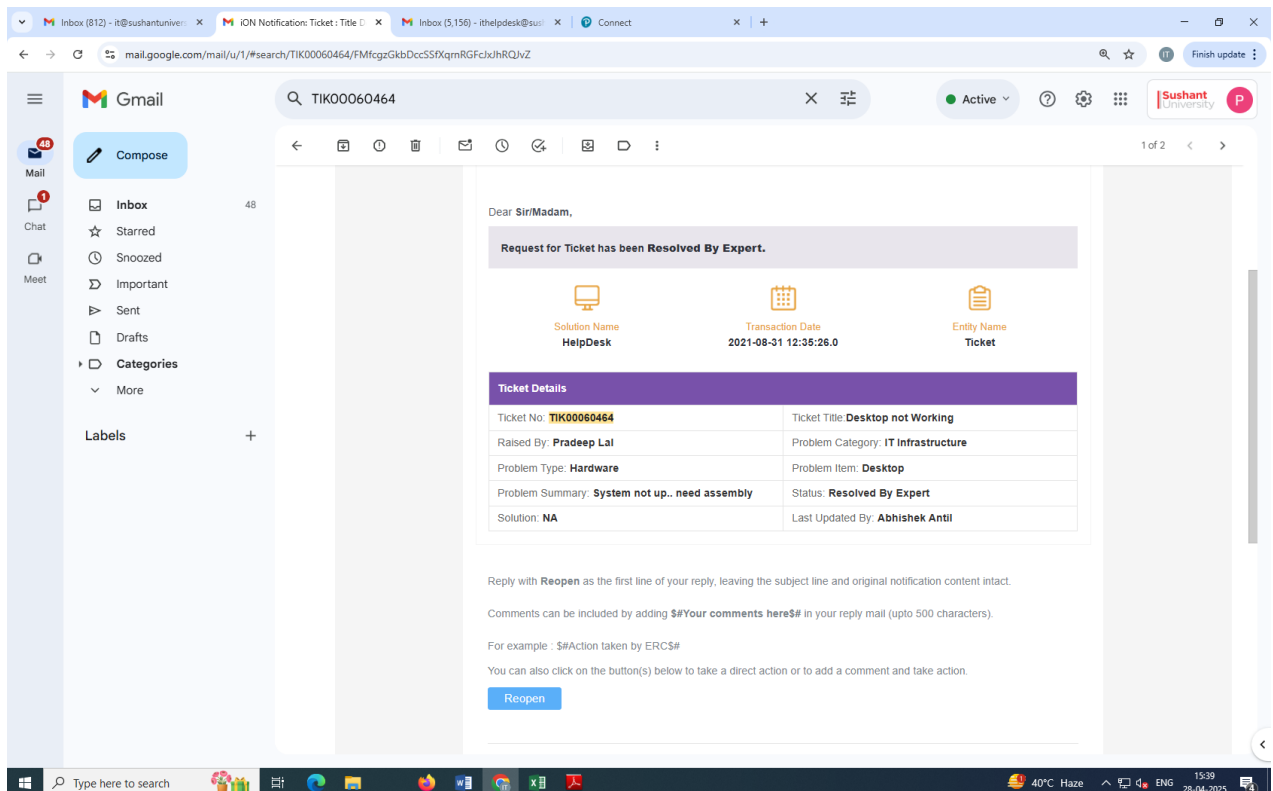
let 1/2 is count on basic
note

29/9/21

23.9.21

20.9.21

On urgent request, the required item supplied by vendor immediately and issued to IT Team for replacement and closing the ticket. Remaining items supplied by the vendor later.



The screenshot shows a Gmail interface with a search bar containing "TIK00060464". The email content is as follows:

Dear Sir/Madam,

Request for Ticket has been Resolved By Expert.

Solution Name: HelpDesk
Transaction Date: 2021-08-31 12:35:26.0
Entity Name: Ticket

Ticket Details	
Ticket No: TIK00060464	Ticket Title: Desktop not Working
Raised By: Pradeep Lal	Problem Category: IT Infrastructure
Problem Type: Hardware	Problem Item: Desktop
Problem Summary: System not up.. need assembly	Status: Resolved By Expert
Solution: NA	Last Updated By: Abhishek Antil

Reply with **Reopen** as the first line of your reply, leaving the subject line and original notification content intact.

Comments can be included by adding **##Your comments here##** in your reply mail (upto 500 characters).

For example : **##Action taken by ERCS##**

You can also click on the button(s) below to take a direct action or to add a comment and take action.

[Reopen](#)

Purchase Order Issued for Supply of Consumables

SUSHANT UNIVERSITY (Annexure C)
(Erstwhile ANSAL UNIVERSITY)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2021-22/PO/15647
Date: 04.09.2021

INOSPIRE SOFTWARE
Plot No – 126, Vikas Nagar
Gurgaon.

Kind Attn: Mr. Ravi.
Subject: Supply of IT Consumables.
Dear Sir,


This is with reference to your quotation dated 14/08/2021 and your discussion held with the purchasing committee on 03-09-2021 you regarding the supply of IT Consumables for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	SMPS (Lapcare)	Rs. 530	20 Pcs	0.00	Rs. 10600.00
2.	USB Mouse - DELL	Rs. 220	25 Pcs	0.00	Rs. 5500.00
3.	Toolkit (Laptop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
4.	Toolkit (Desktop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
5.	RJ45 Connector Box	Rs. 350	01 Box	0.00	Rs. 350.00
6.	Cable Tie	Rs. 200	02 Pkt	0.00	Rs. 400.00
7.	VGA to HDMI Connector	Rs. 850	05 Pcs	0.00	Rs. 4250.00
8.	CMOS Battery	Rs. 20	10 Pcs	0.00	Rs. 200.00
9.	LAN Tester (D-Link)	Rs. 1000	01 Pcs	0.00	Rs. 1000.00
10.	Laptop Battery for HP 240 G5	Rs. 1300	06 Pcs	0.00	Rs. 7800.00
11.	Laptop Battery for HP 348 G4	Rs. 1300	04 Pcs	0.00	Rs. 5200.00
12.	Laptop Charger for HP 240 G5	Rs. 950	06 Pcs	0.00	Rs. 5700.00
13.	VGA Cable - 3 Mtrs	Rs. 220	10 Pcs	0.00	Rs. 2200.00
14.	HDMI Cable - 5 Mtrs	Rs. 300	10 Pcs	0.00	Rs. 3000.00
	Total Amount:				Rs. 47,000.00
	Discount in purchase committee meeting				7,000.00
	Total After Discount:				Rs. 40,000.00
	GST (18% Extra)				Rs. 7,200.00
	Grand Total:				Rs. 47,200.00

Terms & Conditions:

1. Delivery: 02 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University (Erstwhile Ansal University), Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 2-3 Weeks after the supply and submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.

For Sushant University (Erstwhile Ansal University)


Authorised Signatory

Items received through Gate Entry and Stock Entry



INOSPIRE Softwares
Plot No 126, Vikas Nagar
Basai Road, Gurgaon Haryana, 122001 India
GSTIN : 06AMMPL6913D1Z3
Contact : +91 8740969356

Tax Invoice

Invoice# INV-2021-220

Bill To
Sushant university
(Erstwhile Ansal University)
Sector 55, Gurgaon, 122003, Haryana, India
GSTIN : 06AAATC0747N1Z0

Ship To
Sushant university
(Erstwhile Ansal University)
Sector 55, Gurgaon, 122003, Haryana, India
GSTIN : 06AAATC0747N1Z0

Invoice Date : 08-09-2021

Payment Terms : Net 15

Invoice Due Date : 23-09-2021

P.O.# : SU/2021-22/PO/

Place Of Supply: Haryana (06)

Sr. No.	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Lapcare SMPS	8471	20	530.00	10,600.00
2	USB Mouse - Dell	8471	25	220.00	5,500.00
3	Toolkit - Laptop	8471	1	400.00	400.00
4	Toolkit - Desktop	8471	1	400.00	400.00
5	RJ45 Connector Box	8471	1	350.00	350.00
6	Cable Tie	8471	2	200.00	400.00
7	VGA to HDMI Connector	8471	5	850.00	4,250.00
8	CMOS Battery	8471	10	20.00	200.00
9	LAN Tester (D-Link)	8471	1	1,000.00	1,000.00
10	Laptop Battery for HP 240 G5	8471	6	1,300.00	7,800.00
11	Laptop Battery for HP 348 G4	8471	4	1,300.00	5,200.00
12	Laptop Charger for HP 240 G5	8471	6	950.00	5,700.00

ANSAL UNIVERSITY
MATERIAL IN
Date 17/09/21 Time 16:50
Sr. No. 1449 Bill. No. 4021-220
Sign of Security.....



Sr. No.	Item & Description	HSN/SAC	Qty	Rate	Amount
13	VGA Cable - 3 Meters	8471	10	220.00	2,200.00
14	HDMI Cable - 5 Meters	8471	10	300.00	3,000.00

Sub Total 47,000.00

Discount (-) 7,000.00

CGST9 (9%) 3,600.00

SGST9 (9%) 3,600.00

Total ₹47,200.00

Total In Words: Rupees Forty-Seven Thousand Two Hundred Only

STOCK REGISTER

ITEM DESCRIPTION: IT Consumables.

PAGE NO. Reg No - R3, Page - 5, S.No - 22(a) to 22(n)

ENTERED BY: Pradeep W. Laxkar
(Name & Sign.)

AUTHORISED PERSON: Abhishek Antil
(Name & Sign.)

DATE: 4/10/2024.

Notes

Thanks for your business.

Bank Name : Inospire Softwares

Account No : 918020086611424

IFSC Code : UTIB0000576

Bank Address : Axis Bank, B- 294-295 (A), Aggarwal Enterprise Building, RIICO Chowk, Bhiwadi- 301019

Terms & Conditions

1. All goods returned for replacement/credit must be saleable condition with original packing.
2. Software Licenses / E-licenses are Non-cancellable,
3. We are covered under MSME Act 2006, hence as per this law, if the above invoice is not paid within due date, notwithstanding anything contain in the agreement you will be liable to pay compound interest with monthly rests at three times of the bank rate notified by the Reserve bank. Our MSME UAN No - HR05D0023742
4. No TDS would be deducted on these Software's as per notification No - 21/2012 S.O.1323(E) dt. 13.06.2012.

TDS Declaration

We do hereby declare that the company has already deducted TDS/Withholding tax from payment against acquisition of software /s invoiced to you in accordance with sub-clause (a)/ (b) of clause (ii) of Notification No. 21/2012 [F.No.142/10/2012-SO(TPL)]. We further declare that Software transferred to you wide invoice number as mentioned above has been transferred to you without any modification. By virtue of said Notification you are exempted from deducting TDS on Payment/Credit against our invoice/s.

Thank You,

Your's Sincerely,



Thank You

SOP FOR IT UPGRADATION

Sushant University does the auditing of IT Assets every year (Annually or During Summer Breaks) to determine the asset's life, their working status and further usability.

Based on the assessment, assets lists are prepared / categorized in the following ways.

- a) Usable Assets, which are up to the marks and have longer life in terms of usage.
- b) Assets that are becoming outdated but reusable further for some more time after few required upgradations.
- c) Assets which are totally Outdated / Can't be used in anyway / Dead. All such Items are either scrapped or replaced with similar suitable latest configuration models.

Steps involved / Scope of Work

- a) IT Department prepares the list of assets and send the detail to the management for final decision with its recommendation to upgrade the reusable items
- b) Budgetary approval is processed for the proposed upgradation
- c) IT Dept. invites quotes from the vendors and a comparative statement is prepared for the Accessories required for the said upgradation.
- d) Comparative is then send to purchase committee for the negotiation and deciding the L1 vendor for the supply.
- e) Once the purchase committee decides L1 Vendor, a Purchase Order is issued to the vendor for the supply.
- f) Once the item is received at University Gate, items are entered at main gate register by the security staff with proper seal / stamp.
- g) Then the items are taken in stock inventory by IT Department and issued to the concerned team for the upgradation of the systems.
- h) The installation is completed in presence of the In-House IT Team & Stock / Inventory is updated accordingly.

Budgetary Approval Processed (Sample)

SUSHANT UNIVERSITY

SECTOR-55, GURUGRAM

Sushant
University

Dated:09/Sept/2023

Office Note

Sub: Budgetary Approval for the upgradation of Existing Desktops.

Ref: Our PO No. AU/2016-17/WO/452

As referred above, this is for information that we had procured 275 Desktops (HP 280 G2, Core i3, 4GB RAM, 500GB Hard Disk) in 2017 without Monitors. These desktops are now almost 7 Years Old, hence the performance of these desktops as gone drastically down due to new and upgraded software which requires high configuration systems to perform well. These is a requirement of upgrading these systems in phases so that these systems can be utilized further for few more years.

The following Accessories / Components are Recommendations from the IT Department for the upgradation of at least 40 Desktops in Phase 1.

16 GB RAM, 256 GB SSD Hard Disk and 22.5 Inches Monitors with:

The following strategy will be adopted for upgrading 40 Desktops which will become as good as a New desktop.

- (A) 16 GB RAM, 256 GB SSD Hard disk with a new monitor will be installed in 40 Desktops and will be provided in One Lab.
- (B) Existing 4 GB RAM from (A) Desktops will be removed and will be added in Next 40 Desktops. Performance of another 40 desktops will be better due to addition of 4GB RAM in 40 desktops. These desktops will have a total 8 GB of RAM from that of 4 GB (Currently Existing)
- (C) 40 Old Monitors will be spared after implementation of Point (A) and we have 40 Working CPU in Store. Seeing the requirement of Systems in NAAC, we can bring to use these CPUs along with the spared old monitors. We would require additional 40 Keyboard and 40 Mouse to make all these systems operational.

Summary:

- 40 Systems with New Monitor, 16GB RAM & 256 GB SSD
- 40 Systems with 8 GB RAM now
- 40 Systems from Stock to be made usable to fulfill NAAC

We have invited quotations from the vendors for the supply of required accessories and a brief comparative statement is attached herewith for the reference. The said upgradation will cost approximately Rs. 4,65,000/- (All Inclusive)

It is therefore requested that a **Budgetary Amount of Rs. 4,65,000/- (All Inclusive)** be approved so that we can prepare a comparative statement of the above-mentioned items and put forth before the Purchase Committee for final negotiation and finalization of the deal at the earliest.

Submitted for kind consideration and required Budgetary Approval, Please


Head-IT
Vice Chancellor.

Comparative Prepared and Purchase Committee Meeting Conducted for Choosing L1 Vendor.

SUSHANT UNIVERSITY, GURGAON

COMPARATIVE STATEMENT FOR THE UPGRADATION OF DESKTOPS FOR THE UNIVERSITY

14-11-2023

S.No	Item Description	Qty	India Computers & Peripherals 203/32, Wazirpur Commercial centre Ring Road, Delhi - 52		Orbit Tecsol India Pvt Ltd New Delhi (Make: HP)		Microworld Infosol B2&B3 Basement Deenar Bhawan Building Nehru Place, N.Delhi	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Hynex 16 GB RAM 2133 GHz	40	2000	80000	2800	112000	Not Quoted	Not Quoted
2	256 GB SSD Hard Disk	40	1250	50000	2280	91200	Not Quoted	Not Quoted
3	Y Cable SATA (Power)	40	180	7200	60	2400	Not Quoted	Not Quoted
4	HP P22v G5 FHD Monitor	40	7350	294000	8700	348000	6900	276000
5	Installation Charges			Extra		Extra		Extra
Total Amount (Without GST)				431200		553600		276000
GST (18% Extra)				77616		99648		49680
Grand Total (All Inclusive)				508816		653248		325680
Payment Terms			25% Advance, 25% on Delivery , Rest within 4 weeks		45 Days		100% Advance	
Delivery			Not Mentioned		4-5 Weeks		4-5 Weeks	
Warranty			03 Years		03 Years		03 Years	

Submitted for kind consideration and approvals please.

Asst System Manager

Committee Member 1

Committee Member 2

Head IT

Committee Member 3

Committee Member 4

Committee convenor

Committee Chairman

Purchase Order Issued for supply of Items required for the upgradation

**SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2023-24/PO/2109

Date: 14.11.2023

INDIA COMPUTERS & PERIPHERALS
203/32, Wazirpur Commercial Centre
Ring Road, Delhi – 52.

Kind Attn: Mr. Laxman Patel

Subject: Supply of Desktop Accessories for the Upgradation.

Dear Sir,

This is with reference to your final quotation dated 14/11/2023 (on WhatsApp) and discussion held with you regarding the supply of Desktop Accessories required for the Upgradation for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	Hynex 16 GB RAM 2133 GHz	Rs. 2000	40 Nos	0.00	Rs. 80,000.00
2.	256 GB SSD Hard Disk	Rs. 1250	40 Nos	0.00	Rs. 50,000.00
3.	Y Cable SATA (Power)	Rs. 180	40 Nos	0.00	Rs. 7,200.00
4.	HP P22v G5 FHD Monitor	Rs. 7350	40 Nos	0.00	Rs. 2,94,000.00
	Total Amount:				Rs. 4,31,200.00*
	*GST (As Applicable)				
	Grand Total:				Rs. 4,31,200.00

Terms & Conditions:

1. Delivery: 1-2 Weeks.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 25% Advance upon submission of Proforma Invoice, 25% on Delivery and Rest 50% within 4 weeks after Delivery and submission of the Invoice.

For Sushant University



Authorised Signatory

Items received with Invoice

India Computers & Peripherals

Office Automation Consultants

203/32, Commercial Complex, Wazirpur Indl. Area, Delhi-52

Mob: 91-9871004141, 9871686881, 7827464443

TAX INVOICE email: iclaxman@gmail.com FOR TRANSPORTER

INDIA COMPUTERS & PERIPHERALS - (23-24)

203/32 WAZIRPUR COMM CENTRAL
RING ROAD
DELHI-52
AAMP0000K PAN NO
GSTIN/UIN: 07AAMP0000K1ZM
State Name : Delhi, Code : 07
E-Mail : iclaxman@gmail.com
Consignee

Sushant University
Sector 55 Gurugram
Haryana
Pin 122011
State Name : Haryana, Code : 06

Buyer (if other than consignee)

Sushant University
Sector 55 Gurugram
Haryana
Pin 122011
State Name : Haryana, Code : 06

Invoice No. e-Way Bill No. Dated
24250473 731486879373 **18-Dec-2023**
Delivery Note Mode/Terms of Payment

Supplier's Ref. Other Reference(s)
473
Buyer's Order No. Dated
SU/2023-24/PO/2109 **14-Nov-2023**
Despatch Document No. Delivery Note Date

Despatched through Destination

Terms of Delivery

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	RAM-84733030 16 Gb 2133 Mhz Samsung/hynax	84733030	40 pcs	2,000.00	pcs		80,000.00
2	LED 8528-18 Hp P22v	8528	40 pcs	7,350.00	pcs		2,94,000.00
3	Y Cable-Sata-8471	8741	40 pcs	180.00	pcs		7,200.00
4	Ssd Hard Disk-8523 Evm blake 256 Gb	8523	40 pcs	1,250.00	pcs		50,000.00

4,31,200.00

IGST 12% 51,744.00

Monitor, Harddisk, Ram, Cable for

Page No - R3, Page - 75, s-m (72(4-4))

SUSHANT UNIVERSITY
MATERIAL IN

Date: 18/12/2023 Time: 16:40

No. 4101 Bill No. 24250473

Sign Of Security: 4101

Signature

Authorised Person: Ashok Vihar

DATE: 18/12/2023

Total 160 pcs 5,08,916.00 ₹

E. & O E

Amount Chargeable (in words)

Five Lakh Eight Thousand Eight Hundred Sixteen Rs. Only

HSN/SAC

HSN/SAC	Taxable Value	Integrated Tax Rate	Integrated Tax Amount	Total Tax Amount
84733030	80,000.00	18%	14,400.00	14,400.00
8528	2,94,000.00	18%	52,920.00	52,920.00
8741	7,200.00	18%	1,296.00	1,296.00
8523	50,000.00	18%	9,000.00	9,000.00
Total	4,31,200.00		77,616.00	77,616.00

Tax Amount (in words) : Seventy Seven Thousand Six Hundred Sixteen Rs. Only

Company's Bank Details

Bank Name : Kotak Mahindra Bank

A/c No. : 02152090000521

Branch & IFS Code: Ashok Vihar-Phase-2 & KKBK0000215
for INDIA COMPUTERS & PERIPHERALS (24-25)

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. 12% interest will be charged after 30 days. All products sold, carry warranty of principle (manufacturer / importer) company.

SUBJECT TO DELHI JURISDICTION

This is a Computer Generated Invoice



India Computers & Peripherals

Way Bill Automation Consultants

203/32, Commercial Complex, Wazirpur Indl. A
Mob: 91-9871004141, 9871686881
email: iclaxman@rediffmail.com, iclaxman@



E-WAY BILL Details:

Way Bill No: 7314 8567 9273

Generated Date: 18/12/2023 11:30 AM

Generated By: 07AAM PP996 9K1ZH
Valid Upto: 19/12/2023

Mode: Road

Approx Distance: 40km

Type: Outward - Supply

Document Details: Tax Invoice - 24250473 -
18/12/2023

Transaction type: Regular

Address Details

From

GSTIN: 07AAM PP996 9K1ZH
INDIA COMPUTERS PERIPHERALS
DELHI

To

GSTIN: URP
sushant university
HARYANA

Dispatch From:

203/32 SECOND DEEP BUILDING
RING ROAD WAZIRPUR COMM COMPLEX
North Delhi, DELHI-110052

Ship To:

sector 55, gurugram

gurugram, HARYANA-122011

Goods Details

HSN Code	Product Name & Desc.	Quantity	Taxable Amount Rs.	Tax Rate (C+S+H+Cess+Cess Non-Advol)
84733030	ram & ram	40.00 pcs	80000.00	NE+NE+18.000+NE+0.00
85287216	led & screen	40.00 pcs	294000.00	NE+NE+18.000+NE+0.00
3471	ycable sata & sata powr	40.00 pcs	7200.00	NE+NE+18.000+NE+0.00
1523	ssd hard disk & ssd	40.00 pcs	50000.00	NE+NE+18.000+NE+0.00

ot, Tax'ble Amt	CGST Amt	SGST Amt	IGST Amt	CESS Amt	CESS Non-Advol Amt	Other Amt	Total Inv. Amt
431200.00	0.00	0.00	77616.00	0.00	0.00	0.00	508816.00

Transportation Details

Transporter ID & Name:

Transporter Doc. No & Date: & 18/12/2023

Vehicle Details

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh. Info (If any)
oad	DL01LAH5804	North Delhi	18/12/2023 11:30 AM	07AAMPP9989K1ZH		

Thank You

SOP FOR IMPOSING PENALTY AGAINST ASSET DAMAGE

Purpose:

Sushant University has a penalty policy for IT Assets being damaged in Computer Labs / in Campus. This policy includes holding the responsible student liable for the cost of repair or replacement, and potentially a penalty fee. The specific penalties and procedures vary, but often involve a formal notification and a timeframe for payment.

Steps involved:

Sushant University has CCTV Camera Installed in each computer labs / at different locations in the campus covering almost all the areas. Once reported of any kind of damage, the following steps are followed:

- a. If a candidate / student, self discloses that asset is damaged un-intentionally, in that case he / she is instructed to get the replacement or equivalent cost is taken by the student.
- b. If reported by IT Team, then CCTV Footage of the area reported is checked to find out who are involved in such act.
- c. After Identifying the person / student, we call them for a discussion and to show them the act they have committed.
- d. Initially, a written apology is take by the student and ask them to bring a new asset which has been damaged and replace them immediately. If the candidate / student agrees, the matter is closed.
- e. If not agree, a disciplinary committee is conducted and the candidate is called to discuss the issue further. After all the required discussions, the candidate is imposed a penalty which is 5 times the cost of the damaged asset. This is just to make aware to the candidate that he / she should not get involved again in such act.
- f. The payment is required to pay in accounts department and obtain a payment receipt for his / her record.
- g. Once the payment is done, IT or any Concerned Department procures the item for immediate replacement.

Thank You

**MAINTENANCE /
UPGRADATION
POLICY
&
(PROCUREMENT OF
CONSUMABLES)**

INDEX

(Upgradation / Maintenance / Consumables)

- 1.SOP – IT Maintenance Policy
- 2.SOP – IT Asset Upgradation
- 3.Availability of IT Accessories
- 4.SSD Upgrade - 2024
- 5.Upgradation of Desktops – 2023
- 6.Upgradation of Desktop – 2022
- 7.Consumables Procurement – 2024
- 8.Consumables Procurement - 2023
- 9.Consumables Procurement - 2021

SUSHANT UNIVERSITY

Availability of IT Accessories

IT Department always keep stand by IT Items like Desktops, Laptops, Keyboards, Mouse, Network Switches, Patch Cables, Input-Output Boxes (I/O), Projectors Etc.

Also , whenever department receives the request from the user, the required items gets issued / replaced after approvals from the competent authority with 24 hours.

As per the stock availability, department procures IT Consumables time to time.



2024

SUSHANT UNIVERSITY
SECTOR – 55, GURGAON**Dated: July 09, 2024****Office Note****Sub: Approval-cum-Release of Payment for SSD Hard Disk and Casing for Accounts.**

This is for information that we have issued a Laptop to Mr. Gautam Kumar in Accounts for official usage. This Laptop is performing little slow which hinders official work. To make this Laptops work faster, 256 GB SSD Hard disk with Casing (CADDY) is required.

Due to an urgency, IT Department procured these Items Online through Amazon and fixed in the laptops. The performance of the laptop is now up to the mark

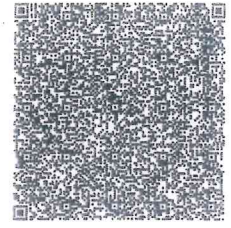
Invoice No. HYD8-2149 and HYD8-1123215 dated 25/06/2024 of a total amount of Rs. 1725/- (All Inclusive) has been received online.

It is therefore requested that an amount of **Rs. 1725/- (All Inclusive)** be kindly approved and released to the undersigned "**Mr. Abhishek Antil**" who has made the payment online for the said procurement.

Submitted for kind consideration and necessary approval please.


Head-IT
Vice Chancellor.

IRN/QR Code:

**Sold By :**

AV INFOLINE

* GMR Airport City, Survey No. 99/1, Mamidipally
Village, Shamshabad
Hyderabad, Telangana, 500108
IN**Billing Address :**Sushant University
ANSAL UNIVERSITY, SECTOR-55, GOLF
COURSE ROAD, Gurugram
GURUGRAM, HR, 122003
IN

GST Registration No: 06AAATC0747N2ZN

State/UT Code: 06

PAN No: BEDPP6338E

GST Registration No: 36BEDPP6338E1ZG

Shipping Address :Sushant University
Abhishek Antil
SUSHANT UNIVERSITY, SECTOR-55, GOLF
COURSE ROAD, Gurugram
GURUGRAM, HARYANA, 122003
IN

State/UT Code: 06

GST Registration No: 06AAATC0747N2ZN

Place of supply: HR

Place of delivery: HARYANA

Order Number: 407-1100558-7850709

Order Date: 25.06.2024

Invoice Number : HYD8-2149

Invoice Details : TG-HYD8-1095185335-2425

Invoice Date : 25.06.2024

Sl. No	Description	Unit Price	Discount	Qty	Net Amount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	Consistent 2.5" 256GB SSD (CTSSD256S6) with SATA III Interface, 6Gb/s Read/Write Speed Upto - 552/500 MB/s, 5 Years Warranty I B08W35V9KV (Consistent 256GB sata CTSSD256S6) HSN:85235100	₹1,334.75	₹0.00	1	₹1,334.75	18%	IGST	₹240.25	₹1,575.00
	Shipping Charges HSN:85235100	₹33.90	-₹33.90		₹0.00	18%	IGST	₹0.00	₹0.00
TOTAL:								₹240.25	₹1,575.00
Amount in Words: One Thousand Five Hundred Seventy-five only									

paid by me
Amu

**SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2023-24/PO/2109

Date: 14.11.2023

INDIA COMPUTERS & PERIPHERALS
203/32, Wazirpur Commercial Centre
Ring Road, Delhi - 52.

Kind Attn: Mr. Laxman Patel

Subject: Supply of Desktop Accessories for the Upgradation.

Dear Sir,

This is with reference to your final quotation dated 14/11/2023 (on WhatsApp) and discussion held with you regarding the supply of Desktop Accessories required for the Upgradation for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	Hynex 16 GB RAM 2133 GHZ	Rs. 2000	40 Nos	0.00	Rs. 80,000.00
2.	256 GB SSD Hard Disk	Rs. 1250	40 Nos	0.00	Rs. 50,000.00
3.	Y Cable SATA (Power)	Rs. 180	40 Nos	0.00	Rs. 7,200.00
4.	HP P22v G5 FHD Monitor	Rs. 7350	40 Nos	0.00	Rs. 2,94,000.00
	Total Amount:				Rs. 4,31,200.00*
	*GST (As Applicable)				
	Grand Total:				Rs. 4,31,200.00*

Terms & Conditions:

1. Delivery: 1-2 Weeks.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 25% Advance upon submission of Proforma Invoice, 25% on Delivery and Rest 50% within 4 weeks after Delivery and submission of the Invoice.

For Sushant University


Authorised Signatory



India Computers & Peripherals

Office Automation Consultants

203/32, Commercial Complex, Wazirpur Indl. Area, Delhi-52

Mob: 91-9871004141, 9871686881, 7827464443

TAX INVOICE email: iclaxman@rediffmail.com, iclaxman@hotmail.com

INDIA COMPUTERS & PERIPHERALS - (23-24)

203/32 WAZIRPUR COMM CENTRE
RING ROAD
DELHI-52
AAMPP9989K PAN NO
GSTIN/UIN: 07AAMPP9989K1ZH
State Name : Delhi, Code : 07
E-Mail : iclaxman@rediffmail.com
Consignee

Sushant Univercity

Sector 55 Gurugram
Haryana
Pin 122011
State Name : Haryana, Code : 06

Invoice No. e-Way Bill No. Dated
24250473 731485879373 **18-Dec-2023**
Delivery Note Mode/Terms of Payment

Supplier's Ref. Other Reference(s)

473

Buyer's Order No.

Dated

SU/2023-24/PO/2109

14-Nov-2023

Despatch Document No.

Delivery Note Date

Despatched through

Destination

Terms of Delivery

Buyer (If other than consignee)

Sushant Univercity

Sector 55 Gurugram
Haryana
Pin 122011
State Name : Haryana, Code : 06

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	RAM-84733030 16 Gb 2133 Mhs Samsung/hynex	84733030	40 pcs	2,000.00	pcs		80,000.00
2	LED 8528-18 Hp P22v	8528	40 pcs	7,350.00	pcs		2,94,000.00
3	Y Cable-Sata-8471	8741	40 pcs	180.00	pcs		7,200.00
4	Ssd Hard Disk-8523 Evm Make 256 Gb	8523	40 pcs	1,250.00	pcs		50,000.00
							4,31,200.00

IGST ITEM DESCRIPTION Monitor, Hard disk, RAM, Cable fr
PAGE NO. Reg no-R3, Page-75, 5 no-72(a-d) Lab.

SUSHANT UNIVERSITY
MATERIAL IN

Date: 18.12.23 Time: 16:40

Gr. No. 4101 Bill No. 24250473

Sign Of Security: 21/12/2023

ENTERED BY: (Name & Sign.)

AUTHORISED PERSON: (Name & Sign.)

DATE: 18/12/2023

Total 160 pcs 5,08,816.00 ₹ E & O E

Amount Chargeable (in words)

Five Lakh Eight Thousand Eight Hundred Sixteen Rs. Only

HSN/SAC	Taxable Value	Integrated Tax Rate	Amount	Total Tax Amount
84733030	80,000.00	18%	14,400.00	14,400.00
8528	2,94,000.00	18%	52,920.00	52,920.00
8741	7,200.00	18%	1,296.00	1,296.00
8523	50,000.00	18%	9,000.00	9,000.00
Total			77,616.00	77,616.00

Tax Amount (in words) : Seventy Seven Thousand Six Hundred Sixteen Rs. Only

Company's Bank Details

Bank Name : Kotak Mahindra Bank

A/c No. : 02152090000521

Branch & IFS Code: Ashok Vihar-Phase-2 & KKBK0000215

for INDIA COMPUTERS & PERIPHERALS (23-24)

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. 12% Interest will be charged after 30 days. All products sold, carry warranty of principle (manufacturer / Importer) company.

SUBJECT TO DELHI JURISDICTION

This is a Computer Generated Invoice



Office Note**Sub: Budgetary Approval for the upgradation of Existing Desktops.****Ref: Our PO No. AU/2016-17/WO/452**

As referred above, this is for information that we had procured 275 Desktops (HP 280 G2, Core i3, 4GB RAM, 500GB Hard Disk) in 2017 **without Monitors**. These desktops are now almost 7 Years Old, hence the performance of these desktops as gone drastically down due to new and upgraded software which requires high configuration systems to perform well. These is a requirement of upgrading these systems **in phases** so that these systems can be utilized further for few more years.

The following Accessories / Components are Recommendations from the IT Department for the upgradation of at least 40 Desktops in Phase 1.

16 GB RAM, 256 GB SSD Hard Disk and 22.5 Inches Monitors with:

The following strategy will be adopted for upgrading 40 Desktops which will become as good as a New desktop.

- (A) 16 GB RAM, 256 GB SSD Hard disk with a new monitor will be installed in 40 Desktops and will be provided in One Lab.
- (B) Existing 4 GB RAM from (A) Desktops will be removed and will be added in Next 40 Desktops. Performance of another 40 desktops will be better due to addition of 4GB RAM in 40 desktops. These desktops will have a total 8 GB of RAM from that of 4 GB (Currently Existing)
- (C) 40 Old Monitors will be spared after implementation of Point (A) and we have 40 Working CPU in Store. Seeing the requirement of Systems in NAAC, we can bring to use these CPUs along with the spared old monitors. **We would require additional 40 Keyboard and 40 Mouse to make all these systems operational.**

Summary:

- 40 Systems with New Monitor, 16GB RAM & 256 GB SSD
- 40 Systems with 8 GB RAM now
- 40 Systems from Stock to be made usable to fulfill NAAC

We have invited quotations from the vendors for the supply of required accessories and a brief comparative statement is attached herewith for the reference. The said upgradation will cost approximately Rs. 4,65,000/- (All Inclusive)

It is therefore requested that a **Budgetary Amount of Rs. 4,65,000/- (All Inclusive)** be approved so that we can prepare a comparative statement of the above-mentioned items and put forth before the Purchase Committee for final negotiation and finalization of the deal at the earliest.

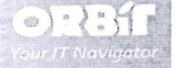
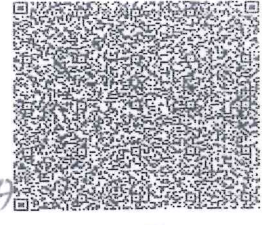
Submitted for kind consideration and required Budgetary Approval, Please


Head-IT
Vice Chancellor.

upgradation of Desktop - 2022

Tax Invoice

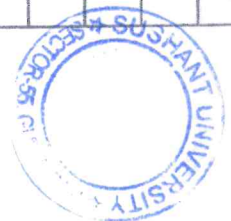
ORIGINAL FOR RECIPIENT

 Registered Office ORBIT TECHSOL INDIA PVT. LTD. A-8, F.I.E.E., Okhla Industrial Area, Phase-II, New Delhi-110020 Web Site: www.orbitindia.net CIN NO. U74899DL1993PTC055563 E-Mail: accounts@orbitindia.net Ph: 011-49141500	Invoice No. : OTID/2211697 Invoice Date : 17-Oct-2022	Customer No C03133 E-Way Bill No :																																																								
	Customer PO No : Mail Confirmation on date - 13-10-22 PO Date : 13-Oct-2022	Insurance Details:																																																								
	Terms of Payment : Net-30	Terms Of Delivery Box -2																																																								
	Tracking Details:																																																									
Billed/Shipped From : ORBIT TECHSOL INDIA PVT. LTD. A-8, F.I.E.E. Okhla Phase-II, Okhla Industrial Area New Delhi-110020 INDIA State: Delhi State Code: 07	Bill To : CHIRANJIV CHARITABLE TRUST Sushant University, Sector-55, Golf Course Road Gurgaon Haryana-122003 India Buyer GST No.: 06AAATC0747N1ZO State: Haryana State Code: 06	Ship To : CHIRANJIV CHARITABLE TRUST Sushant University, Sector-55, Golf Course Road Gurgaon Haryana-122003 India State: Haryana State Code: 06																																																								
IRN : 23d60f87e93bf454312a756fe9df36dd2b5ed5e482b6a44cd77371614b6c62ee																																																										
GST No. : 07AAACO3303K1ZP PAN NO : AAACO3303K Place of Supply : Haryana Reverse Tax : No	Other Remark :	Customer GST No. : 06AAATC0747N1ZO PAN NO : AAATC0747N Contact Person Name Pradeep Lal Contact Person Mob. No Contact Person E-Mail it@sushantuniversity.edu.in																																																								
<table border="1"> <thead> <tr> <th>S.No</th> <th>Part No.</th> <th>Product Description</th> <th>UOM</th> <th>Qty</th> <th>HSN/ Acct Code</th> <th>Unit Price</th> <th>GST Rate</th> <th>TCS Rate</th> <th>Taxable Value INR</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2DP98AA</td> <td>HP SSD S700 2.5 Inch 250GB SATA III 3D NAND Internal Solid State</td> <td>NOS</td> <td>1</td> <td>847160</td> <td>2500.00</td> <td>18</td> <td>-</td> <td>2500.00</td> </tr> <tr> <td>2</td> <td>MA71A1K438 60</td> <td>SAMSUNG RAM DDR4 4 GB</td> <td>NOS</td> <td>1</td> <td>847330</td> <td>1500.00</td> <td>18</td> <td>-</td> <td>1500.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Sub Total</td> <td>4000.00</td> <td colspan="3"></td> </tr> </tbody> </table>	S.No	Part No.	Product Description	UOM	Qty	HSN/ Acct Code	Unit Price	GST Rate	TCS Rate	Taxable Value INR	1	2DP98AA	HP SSD S700 2.5 Inch 250GB SATA III 3D NAND Internal Solid State	NOS	1	847160	2500.00	18	-	2500.00	2	MA71A1K438 60	SAMSUNG RAM DDR4 4 GB	NOS	1	847330	1500.00	18	-	1500.00	Sub Total						4000.00				<table border="1"> <thead> <tr> <th colspan="2">Amount In Words</th> <th colspan="2">Tax Details</th> </tr> </thead> <tbody> <tr> <td colspan="2">INR Four Thousand Seven Hundred Twenty Only</td> <td>IGST on Taxable Value</td> <td>4000.00 @ 18.00 %</td> </tr> <tr> <td colspan="2">ITEM DESCRIPTION..... Hard Disk & RAM.</td> <td>Total Tax</td> <td>720.00</td> </tr> <tr> <td colspan="2"> PAGE NO Reg no - R3, Page - 9, S.no - 36 (9b) OUR BANK DETAILS:- ACCOUNT NAME :- ORBIT TECHSOL INDIA PVT. LTD. BANK NAME :- HDFC BANK LIMITED, B-54A, G.R. - 1, NEW DELHI-110048 ACCOUNT NO. :- 00922790000087 RTGS / NEFT IFSC CODE: HDFC0000092 </td> <td colspan="2"> Total 4720.00 </td> </tr> </tbody> </table>		Amount In Words		Tax Details		INR Four Thousand Seven Hundred Twenty Only		IGST on Taxable Value	4000.00 @ 18.00 %	ITEM DESCRIPTION..... Hard Disk & RAM.		Total Tax	720.00	PAGE NO Reg no - R3, Page - 9, S.no - 36 (9b) OUR BANK DETAILS:- ACCOUNT NAME :- ORBIT TECHSOL INDIA PVT. LTD. BANK NAME :- HDFC BANK LIMITED, B-54A, G.R. - 1, NEW DELHI-110048 ACCOUNT NO. :- 00922790000087 RTGS / NEFT IFSC CODE: HDFC0000092		Total 4720.00	
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Terms & Conditions 1. Our responsibility ceases on delivery of the goods to customer. 2. Goods once sold will not be taken back. 3. Payment should be made strictly as per terms mentioned. 4. Interest @ 18 % PA will be charged from the date of Invoice for delayed payment.		 Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.																																																								

 SUBJECT TO DELHI JURISDICTION
 This is a system generated invoice

For Orbit Techsol India Pvt. Ltd.

Authorised Signatory



Dated: October 21, 2022

Office Note

Sub: Approval-cum-Release of Payment for IT Accessories required for POC against Desktop Performance Upgradation.

As per the directions received from the management to upgrade the existing Desktops Performance (at least 40 desktops). We had discussed the issues with HP Partner who also had supplied these desktops to the university. We had requested the vendor to supply at least **01 Units of 4 GB Additional RAM and 256 GB SSD Hard Disk** each along with one Engineer who will install these items in the System to see if there is any increase in systems performance.

On 20/10/2022, one engineer came and installed these units in the desktop and as observed, the performance of the systems has drastically increased due to SSD Hard Disk. Installation report of the units (RAM and SSD Hard Disk) is attached herewith for the reference.

We have received an Invoice No. OTID/2211697 dated 10/10/2022 of Rs. 4,720/- against the required supplies for the payment.

The system has been readied and sent to SET for their testing and recommendation. If recommended, the same would be replicated.

It is therefore requested that an amount of **Rs. 4,720/- (All Inclusive)** used for POC be **approved and Released** in the name of "Orbit Techsol India Private Limited" at the earliest.

Submitted for kind consideration and necessary approval please.

Arvind
21/10/2022
Head-IT



[Signature]
28/10/22
Vice Chancellor.

SUSHANT UNIVERSITY

SECTOR - 55, GURGAON

Dated: June 03, 2024

Office NoteSub: Approval for IT Consumables for the Maintenance / Service.

We require the following IT Consumables on high priority for the regular maintenance. These items are required for providing smooth services to all on a regular basis. List of IT Consumables required are as Follows.

IT Consumables Required for Regular Maintenance:


- | | | |
|---|---|--------------------|
| 1. USB to RS232 Cable (male connector) | - | 01 Nos @Rs. 800/- |
| 2. D-Link Network Cable Tester (With battery) | - | 01 Nos @Rs. 1025/- |
| 3. Wire Tracker (MJ-868) | - | 01 Nos @Rs. 1200/- |
| 4. Toolkit for Laptop (Screwdriver set) | - | 01 Nos @Rs. 270/- |
| 5. CMOS Battery | - | 15 Nos. @Rs. 59/- |
| 6. RJ45 Connector (Qty 100pc) | - | 01 Pkt. @Rs. 472/- |
| 7. Wire Cutter | - | 01 Nos @Rs 195/- |


Total Amount: Rs. 4,847/- (Tax Paid)

We have invited quotations from the suppliers of IT Consumables which is attached herewith for the reference.

It is therefore requested that an **Amount of Rs. 4,847/- (All Inclusive)** be approved so that we can do the needful at the earliest for the procurement.

Submitted for kind consideration and necessary approval please.

these are all consumables
Head-IT
Vice Chancellor.

 Dky Infotech Private Limited - (from 1-Apr-2023) 407, 2nd Floor, Ganpati Arcade, Gurudawara Road Gurgaon, Haryana, 122001 GSTIN/UIN: 06AAICD2943G1ZR State Name : Haryana, Code : 06 E-Mail : narender.kumar@dkiinfotech.com	Invoice No. DIPL/24-25-391	Dated 5-Jun-24
	Delivery Note	Mode/Terms of Payment
Consignee (Ship to) Sushant University Sector-55 Gurugram -122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06	Reference No. & Date. DC-599 dt. 5-Jun-24	Other References
	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Terms of Delivery		
Buyer (Bill to) Sushant University Sector-55 Gurugram -122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	USB TO SERIALCADCYCE CA-US9	854449	1 Qty	677.96	Qty		677.96
2	LAN TASTER DLINK+BATTERY	85381010	1 PCS	868.64	PCS		868.64
3	WIRE TRACKER MJ 868	847330	1 Qty	1,016.94	Qty		1,016.94
4	TOOL KITT LAPTOP	853810	1 PCS	228.81	PCS		228.81
5	TOOL KITT CUTTER	853810	1 PCS	165.25	PCS		165.25
6	CMOS BATTERY	850790	15 PCS	50.00	PCS		750.00
7	Rj 45 Connector	854442	100 PCS	4.00	PCS		400.00
							4,107.60
							CGST
							SGST
							Round Off
							369.68
							369.68
							0.04
Total							₹ 4,847.00

Amount Chargeable (in words)
INR Four Thousand Eight Hundred Forty Seven Only

Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
4,107.60	9%	369.68	9%	369.68	739.36
Total: 4,107.60		369.68		369.68	739.36

Tax Amount (in words) : **INR Seven Hundred Thirty Nine and Thirty Six paise Only**

STOCK REGISTER

ITEM DESCRIPTION: **IT Consumables / Accessories**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 For Reg. No - R3, Page - 15, S-No 61(a-g)

Customer's Seal and Signature: *Pradeep Ch...* for Dky Infotech Private Limited - (from 1-Apr-2023)

This is a Computer Generated Invoice

DATE

11/6/2024



**SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2024-25/PO/ 198-

Date: 06.03.2024

**Microworld Infosol Pvt Ltd
B2&B3, Basement
Deenar Bhawan
44, Nehru Place, New Delhi**

**Kind Attn: Mr. Tripit.
Subject: Supply of HP Headphones**

Dear Sir,

This is with reference to your quotation dated 22/02/2024 and the discussion held with you during the purchase committee meeting regarding the supply of HP Headphones for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	HP Wired Headphones (Model: B4B09PA) with MIC with 3.5 MM Drivers, In-built Noise Cancelling, Foldable and Adjustable with 1 Year Warranty	500	20 Nos	0.00	Rs. 10,000.00
	Total Amount:				Rs. 10,000.00
	GST (Inclusive)				Rs. 1,800.00
	Grand Total:				Rs. 11,800.00


Terms & Conditions:

1. Delivery: Within 2-3 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: Within 15 Days after delivery and submission of Invoice.

For Sushant University

Authorised Signatory



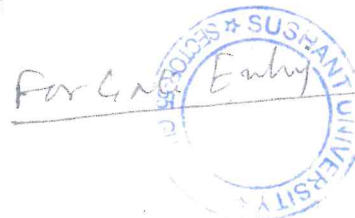
Buyer (Bill to) Sushant University SECTOR-55, GURUGRAM- 122003 PHONE-+91 97172 95047 abhishekantil@sushantuniversity.edu.in GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06		Invoice No. MWD2324-13374				
		Invoice Date 11-Mar-24				
		State Code 06				
		Place Of Supply GURUGRAM				
		Order No. SU/2024-25 /PO/1980				
		Order Date 6-Mar-24				
		Receipt Reference No				
		Reference No. TRIPIT B2B				
		Payment Terms WITHIN 15 DAYS				
<p>SUSHANT UNIVERSITY MATERIAL IN Date <u>11/03/24</u> Time <u>12:12</u> Sr. No <u>3103</u> Bill No <u>172414574485468</u> Sign Of Security.....</p>						
Ack No : 172414574485468 Ack Date : 11-Mar-24						
IRN : f5b0097dc6e0f8dea940ac73f81165a915f39681dadf2699e753079b36461eec						
Kind Attn.:						
Sl No.	Particulars	HSN/SAC	Quantity	Rate	Disc. %	Amount
1	HP HEADSET P.NO- B4B09PA With mic with drivers in built with 1 year warranty CNS11505602, CNS11505815, CNS11505913 CNS11505911, CNS33602014, CNS33602015 CNS33602019, CNS33602002, CNS33602005 CNS33602010, CNS33602018, CNS33602012 CNS33602007, CNS33602020, CNS33602008 CNS33602017, CNS33602013, CNS33602011 CNS33602004, CNS33602016	85183000	20	500.00		10,000.00
	ASSETS / INVENTORY REGISTER ITEM DESCRIPTION: Headphones for language lab. IGST OUTPUT 18% PAGE NO. 13/3/24 ENTERED BY: [Signature] Total 20 ₹ 11,800.00					1,800.00
Amount Chargeable (in words) (In words) INR Eleven Thousand Eight Hundred Only						
HSN/SAC		Taxable Value	Integrated Tax Rate	Integrated Tax Amount	Total Tax Amount	
85183000		10,000.00	18%	1,800.00	1,800.00	
Tax Amount (in words) : INR One Thousand Eight Hundred Only		Total 10,000.00 1,800.00 1,800.00				
TERMS & CONDITIONS: 1 NO CLAIM WILL BE ENTERTAINED BY THE COMPANY FOR DAMAGE/ SHORTAGE ETC. INTEREST @24% P.M (WITH BOUNCING CHG. RS 500) WILL BE CHARGED ON THIS BILL IF PAYMENT IN NOT MADE WITH IN THE DUE DATE. WARRANTY WILL BE GIVEN DIRECTLY BY OEM ALL DISPUTES ARE SUBJECT TO FARIDABAD JURISDICTION ONLY /		<p>Microworld Infosol Private Limited Basement, B-3A</p> <p>Authorised Signatory</p>				
Bank Name : HDFC BANK	Bank Address : 1st Floor Sector-14 Faridabad-121002	PAN NO. : AAKCM3829N				
Account Number : 50200066410102	IFSC Code : HDFC0001466	GST NO. : 07AAKCM3829N2ZV				
		LUT/Bond No. : AD070423000302W				
		From : 1-Apr-23 To: 31-Mar-24				

Microworld Infosol Private Limited
Registered Office : BASEMENT, B-3A, DEENAR BHAWAN, 44, NEHRU PLACE NEW DELHI-110019

Phone No-9560555904, 8800512946
Email Id- ritu@microworldinfosol.com
CIN NO - U52399DL2016PTC301338
SUBJECT TO FARIDABAD JURISDICTION

This is a Computer Generated Invoice

Received
[Signature]
11/3/2024



SUSHANT UNIVERSITY
SECTOR—55, GURUGRAM

Dated: October 09, 2023

Office Note

Sub: Budgetary Approval for the procurement of Headphones for Language Lab.

Ref: Requirement Approval dated 20/09/2023 from Centre for Soft Skill.

As referred above, IT Department has received a requirement for the procurement of **20 Headphone for the Language Lab** being setup in the campus.

We have invited one proposal from a vendor who is supplying IT Consumables for the University since long. Quotation is attached herewith for the reference. Details of the items to be procured is as under:

1. HP Headphones - 20 Nos @Rs. 595.50 plus GST @18% Extra

Total Cost: Rs. 14,053.80 (All Inclusive)

It is therefore requested that a **Budgetary Amount of Rs. 14,053/- (All Inclusive)** be approved so that a comparative statement can be prepared and forwarded to the purchase committee for the negotiation and finalization at the earliest.

Submitted for kind consideration and necessary approvals please


(Head-IT)

Vice Chancellor.

*ATC
Approved
Requirement for
Language Lab.
Software has been
forwarded
9/10/23*



SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name and Address

Service Order No: SU/2024-25/PO/

DKY Infotech Pvt Limited
407, 2nd Floor, Ganpati Arcade
Gurudwara Road, Gurgaon
Pin: 122001

Date: 13/02/2024

Kind Attn: Ms Bhawna.

Subject: Supply of HDMI Cables.

Dear Sir/ Madam,

This is with reference to your quotation dated 09/02/2024 and the discussion held with you regarding the **Supply of HDMI Cables for the University**. we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	HDMI to HDMI Cable (5 Mtrs)	715	10	Rs. 7,150.00
	Total Amount			Rs. 7,150.00
	GST (Inclusive)			Rs. 0.00
	Grand Total:			Rs. 7,150.00

Terms & Conditions:

1. The order to be executed within 2-3 Days. The Institute will have the right to cancel the order if not executed within the stipulated time.
2. All the items will be supplied F.O.R. Sushant University, Sector -55 Gurugram. Haryana
3. The Invoice will be raised in the name of Sushant University Sector-55, Gurugram
4. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.
5. Payment Terms: **Within 2-3 Weeks after the submission of Invoice.**

For Sushant University



Authorized Signatory



(ORIGINAL FOR RECIPIENT)

This is a Computer Generated Invoice



**SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2024-25/PO/ 1952

Date: 17.01.2024

**DKY Infotech Pvt Ltd
Gurgaon.**

Kind Attn: Mr. Narender.

Subject: Supply of Network Cable and Patch Cords

Dear Sir,

This is with reference to your quotation dated 08/01/2024 and your discussion held with you regarding the supply of Network Cable and Patch Cords for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	CAT 6 Cable (305 Mtrs Box) (Make: D-Link)	7320	01 Box	0.00	Rs. 7,320.00
2.	Patch Cord (2 Mtrs) (Make: D-Link)	170	10 Pcs	0.00	Rs. 1,700.00
	Total Amount:				Rs. 9,020.00
	GST (Inclusive)				Rs. 0.00
	Grand Total:				Rs. 9,020.00

Terms & Conditions:

1. Delivery: 2-3 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 100% Advance within 2-3 days after the submission of Proforma Invoice.

For Sushant University

Authorised Signatory





SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2024-25/PO/ 1957
Date: 17.01.2024

DKY Infotech Pvt Ltd
Gurgaon.

Kind Attn: Mr. Narender.
Subject: Supply of External Hard Disk

Dear Sir,

This is with reference to your quotation dated 15/12/2023 and your discussion held with you regarding the supply of External Hard Disk for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	2 TB External Hard Disk (USB) (Make: WD)	6445	01	0.00	Rs. 6,445.00
	Total Amount:				Rs. 6,445.00
	GST (Inclusive)				Rs. 0.00
	Grand Total:				Rs. 6,445.00

Terms & Conditions:

1. Delivery: 1-2 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 100% Advance within 2-3 days after the submission of Proforma Invoice.

For Sushant University

Authorised Signatory



Invoice							
Buyer Dity Infotech Private Limited - (from 1-Apr-2023) 407, 2nd Floor, Gangoli Arcade Gurugram Road Gurugram, Haryana, 123001 GSTIN/UIN: 08AAAC009143012R State Name: Haryana, Code: 06 E-Mail: narendar.kumar@dityinfotech.com		Invoice No DIPL/23-24-738 Delivery Note Reference No. & Date: SUI/2024-25/POI/1951 dt. 25-Jan-24 Buyer's Order No		Seller 28-Jan-24 Trade Terms of Payment Other References Quoted Delivery Note Date Destination			
Consignee (Ship to) Sushant University Sector-55 Gurugram - 122003 GSTIN/UIN State Name: Haryana, Code: 06 Buyer (Bill to) Sushant University Sector-55 Gurugram - 122003 GSTIN/UIN State Name		Dispatch Doc No Dispatched through					
Item		HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1 VDD 2TB HDD ELEMENT SN:WXC2A-JCM87C		8471	1 Qty	8445.00	Qty		8445.00
			1 Qty				₹ 8445.00
Tax Amount (on net) Six Thousand Four Hundred Fifty Five Only							
Description We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.		TDS No A/C No IFSC Code Bank Mobile No	Meenakshi Rawal 901104000149045 IDBL0009991 IDBI Bank +91 9990725623 for Dity Infotech Private Limited - (from 1-Apr-2023)				
Customer's Seal and Signature		This is a Computer Generated Invoice					

SUSHANT UNIVERSITY
MATERIAL IN

Date 30/01/24 Time 12:01
Sr. No. 8641 Bill No. 23-24-738
Sign Of Security 30/01/24

Received by Sushant

Sd/-
30/01/24

STOCK REGISTER

DESCRIPTION External Hard disk for Accounts Data backup

INC Reg. No. - R3, Page - 13, S. No - 56

ENTERED BY Trade Up Ltd. (Name & Sign.)

RECEIVED BY PERSON AGHISHA DIT 1 (Name & Sign.)

DATE 7/2/2024



2023

**SUSHANT UNIVERSITY (Annexure C,
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2023-24/PO/ 1912
Date: 27.09.2023

**DKY Infotech Pvt Ltd
Gurgaon.**

Kind Attn: Mr. Narender.
Subject: Supply of IT Consumables.
Dear Sir,

This is with reference to your quotation dated 20/09/2023 and your discussion held with you regarding the supply of Compatible Toners for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	Compatible Toner 12A	Rs. 530	06 Nos	0.00	Rs. 3,180.00
2.	Compatible Toner 88A	Rs. 555	02 Pcs	0.00	Rs. 1,110.00
3.	Compatible Toner 925	Rs. 555	02 Pcs	0.00	Rs. 1,110.00
	Total Amount:				Rs. 5,400.00
	GST (18%)				Rs. 972.00
	Grand Total:				Rs. 6,372.00

Terms & Conditions:

1. Delivery: 1-2 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 2-3 Weeks after the supply and submission of Invoice.


For Sushant University

Authorised Signatory



Tax Invoice

(ORIGINAL FOR RECIPIENT)

 Dky Infotech Private Limited - (from 1-Apr-2023) 407, 2nd Floor, Ganpati Arcade, Gurudawara Road Gurgaon, Haryana, 122001 GSTIN/UIN: 06AAICD2943G1ZR State Name : Haryana, Code : 06 E-Mail : narender.kumar@dkyinfotech.com	Invoice No. DIPL/23-24-598	Dated 4-Oct-23
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. DKY/2023/480 dt. 20-Sep-23	Other References
	Buyer's Order No.	Lated
Consignee (Ship to) Sushant University Sector-55 Gurugram - 122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Terms of Delivery		
Buyer (Bill to) Sushant University Sector-55 Gurugram - 122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	UNO T-CART HPQ Q2612A/CAN CRG	844399	6 Qty	530.00	Qty		3,180.00
2	13311014WV UNO T-CART CHIP HPQ 88 A Cartridge	844399	2 Qty	555.00	Qty		1,110.00
3	CARTRIDGE 925		2 PCS	555.00	PCS		1,110.00
							5,400.00
CGST							486.00
SGST							486.00
Total							₹ 6,372.00

Amount Chargeable (in words) **INR Six Thousand Three Hundred Seventy Two Only**

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
844399	4,290.00	9%	386.10	9%	386.10	772.20
	1,110.00	9%	99.90	9%	99.90	199.80
Total	5,400.00		486.00		486.00	972.00

Tax Amount (in words) : **INR Nine Hundred Seventy Two Only**

STOCK REGISTER

ITEM DEPCRIPTION

Compatible Printer Toner

Company's Bank Details

Bank Name : ICICI BANK LTD

A/c No. : 103105005266

Branch & IFS Code: SECTOR 15 PART 1 GURUGRAM & IFC0001031

for Dky Infotech Private Limited (Branch)

Declaration

We declare that this invoice shows the actual price of the goods described and all particulars are true and correct.

ENTERED BY: Pradeep Lal.

(Name & Sign.)

AUTHORISED PERSON: Abhishek Arora

(Name & Sign.)

DATE: 5/10/2023

This is a Computer Generated Invoice



**SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

**DKY Infotech Pvt Ltd
Gurgaon.**

Purchase Order Number: SU/2023-24/PO/1893
Date: 17.08.2023

**Kind Attn: Mr. Narender.
Subject: Supply of IT Consumables.
Dear Sir,**

This is with reference to your quotation dated 09/08/2023 and your discussion held with the purchasing committee regarding the supply of IT Consumables for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	USB Mouse - DELL	Rs. 235	55 Pcs	0.00	Rs. 12,925.00
2.	Logitech USB Keyboard	Rs. 490	01 Pcs	0.00	Rs. 9,800.00
3.	Cable Tie	Rs. 45	04 Pkt	0.00	Rs. 180.00
	Total Amount:				Rs. 22,905.00
	Grand Total:				Rs. 22,905.00

Terms & Conditions:

1. Delivery: 1-2 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 2-3 Weeks after the supply and submission of Invoice.

For Sushant University

Authorised Signatory







Consignee (Ship to)	
Sushant University	
Sector-55	
Gurugram -122003	
GSTIN/UIN	: 06AAATC0747N1ZO
State Name	: Haryana, Code : 06
<hr/>	
Buyer (Bill to)	
Sushant University	
Sector-55	
Gurugram -122003	
GSTIN/UIN	: 06AAATC0747N1ZO
State Name	: Haryana, Code : 06

Invoice No.	Dated
DIPL/23-24-578	12-Sep-23
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DELL Mouse USB MS 116	847160	55 Qty	199.15	Qty		10,953.25
2	KEYBOARD USB Logitech K120	84716040	20 PCS	415.25	PCS		8,305.00
3	CABLE TIE	392690	2 Qty	199.15	Qty		398.30
							19,656.55
							CGST 1,769.09
							SGST 1,769.09
							Round Off 0.27
							19/09/20 1060 DTPC/23-24-528
							435,580.1 Total ₹ 23,195.00

INR Twenty Three Thousand One Hundred Ninety Five Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
847160	10,953.25	9%	985.79	9%	985.79	1,971.58
84716040	8,305.00	9%	747.45	9%	747.45	1,494.90
392690	398.30	9%	35.85	9%	35.85	71.70
Total	19,656.55		1,769.09		1,769.09	3,538.18

STOCK REGISTER	
ITEM DESCRIPTION	IT Consumables
PAGE NO.	Page No - 13, S. No 52 (105 C)
Declaration We declare that this invoice shows the actual price of the goods described above and the facts are true and correct.	
Company's Bank Details Bank Name : ICICI BANK LTD : 103105005266 Branch & IFS Code : SECTOR 15 PART 1 GURUGRAM & ICIC0001031 for Dky Infotech Private Limited - (from 1-Apr-2023)	
ENTERED BY: (Name & Sign) 	
Authorised Signatory 	

Declaration
We declare that this invoice shows the actual price of the goods,
described and the quantities are true and correct:

AUTHORISED PERSON..... **DATE.....**
(Name & Sign.) 19/9/2023

Note
Cable Tie of high Quality & longer length taken than ordered, hence there is price difference.

SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name and Address

Service Order No: SU/2023-24/PO/

Microworld Infosol Pvt Ltd
Basement, B-3A, Deenar Bhawak
44, Nehru Place
New Delhi-19

Date: 28/07/2023

Kind Attn: Mr. Tripit Tiwary.
Subject: Supply of Network Cable and Accessories.

Dear Sir/ Madam,

This is with reference to your quotation dated 20/07/2023 and the discussion held with you for the Supply of Network Cable and Accessories for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	DLink Cat 6 Cable 305 Mtr Box	6500	01 Box	Rs. 6,500.00
2.	RJ45 Connector (100 Pcs Pkt)	500	01 Pkt	Rs. 500.00
	Total Amount			Rs.7,000.00
	GST (18% Extra)			Rs. 1,260.00
	Grand Total:			Rs. 8,260.00

Terms & Conditions:

1. The order will be executed immediately. The Institute will have the right to cancel the order if not executed within the stipulated time.
2. All the items will be supplied F.O.R. Sushant University, Sector -55 Gurugram. Haryana
3. The Invoice will be raised in the name of Sushant University Sector-55, Gurugram
4. Kindly mention our GST No. 06AAATC0747N1Z0 in the Invoice.
5. Payment Terms: 100% Advance.

For Sushant University

Authorized Signatory



Buyer (Bill to) Sushant University Sector-55, Golf Course Road Gurugram, Haryana, Pin: 122003 phone no- 97172 95047 abhishekantili@sushantuniversity.edu.in GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06		Invoice No. MWD2324-4579 Invoice Date 9-Aug-23 State Code 06 Place Of Supply Gurugram, Haryana Order No. Order Date Receipt Reference No Reference No. TRIPIT B2B Payment Terms ADVANCE				
STOCK REGISTER IN DESCRIPTION: Network Cable & Connector PAGE NO: Page no - R3, Page - 11, 12, 13, 14, 15 ENTERED BY: Pradeep Lal, Jay (Name & Sign.) AUTHORIZED PERSON: Abhishek Antil						
Ack No: 172313231481475 Ack Date: 9-Aug-23		IRN: 186c58f3b2e37c2d75e57707b705001706f093f86bbd6bfcf380d7282fbd1878 Kind Attn: 12/8/23				
SI No.	Particulars	HSN/SAC	Quantity	Rate	Disc. %	Amount
1	Dlink CAT 6 Cable 305mtr BOX RVB6236032266	85444220	1	6,500.00		6,500.00
2	RJ 45 CONNECTOR (1 Pkt of 100 Pcs)	85366990	1	500.00		500.00
						7,000.00
IGST OUTPUT 18%						1,260.00
Total						₹ 8,260.00
Amount Chargeable (in words) (In words) INR Eight Thousand Two Hundred Sixty Only						
HSN/SAC		Taxable Value	Integrated Tax Rate	Integrated Tax Amount	Total Tax Amount	
85444220		6,500.00	18%	1,170.00	1,170.00	
85366990		500.00	18%	90.00	90.00	
Total		7,000.00		1,260.00	1,260.00	
Tax Amount (in words) : INR One Thousand Two Hundred Sixty Only TERMS & CONDITIONS: 1 NO CLAIM WILL BE ENTERTAINED BY THE COMPANY FOR DAMAGE/ SHORTAGE ETC. INTEREST @24% P.M (WITH BOUNCING CHG. RS 500) WILL BE CHARGED ON THIS BILL IF PAYMENT IN NOT MADE WITH IN THE DUE DATE. WARRANTY WILL BE GIVEN DIRECTLY BY OEM ALL DISPUTES ARE SUBJECT TO FARIDABAD JURISDICTION ONLY /						
For Microworld Infosol Private Limited Authorised Signatory						
Bank Name : HDFC BANK Bank Address : 1st Floor Sector-14 Faridabad-121002 Account Number : 50200066410102 IFSC Code : HDFC0001466		PAN NO. : AAKCM3829N GST NO. : 07AAKCM3829N2ZV LUT/Bond No. : AD070423000302W From : 1-Apr-23 To: 31-Mar-24				

Microworld Infosol Private Limited
 Registered Office : BASEMENT, B-3A, DEENAR BHAWAN, 44, NEHRU PLACE NEW DELHI-110019
 Phone No-9560555904, 8800512946
 Email Id- ritu@microworldinfosol.com
 CIN NO - U52399DL2016PTC301338
 This is a Computer Generated Invoice



SUSHANT UNIVERSITY,
SECTOR – 55, GURUGRAM



Dated: February 13, 2023

Office Note

Sub: Approval-cum-Release of payment for HDMI to VGA Converter.

This is for information that we need **02 Nos. of HDMI to VGA Converter** to provide proper connectivity of few projectors installed in classrooms of D-Block which are old enough and do not have HDMI Facility. Most of the laptops being carried out by the faculty members do not support VGA Connectivity.

Due to urgent requirement, we have taken the supply from the vendor who is a regular supplier of IT Consumables to the university. Invoice is attached herewith for the reference.

It is therefore requested that an amount of Rs. 1,000/- be approved and released in the name of the undersigned who has paid the money to the vendor.

Submitted for kind consideration and necessary approval please.

Pradeep Kumar Lal
13/2/2023

(Pradeep Kumar Lal)
Asst System Manager

Amrinder
Head-IT 13/2/23



Office Note

Sub: Budgetary Approval for the Purchase of 4GB Graphics Card for Designer Workstation.

This is for information that we had purchased on HP Z2 G4 Workstation in January 2020 for Graphics Designing Work being done In-House by Team of Admission and Marketing.

The Graphics Card of this workstation has become non-functional and now the system is not operational. This workstation can not be started without Graphics Card. We have done a temporary arrangement for the Graphics Team to avoid any interruption in carrying out the work.

We need to procure 01 Graphics card of 4GB (Model P1000) at the earliest so that the system's functionality can be restored and used by the team.

We have got quotation for the same and 01 unit of 4GB Graphics card will cost Rs. 22,500/- plus GST (18% Extra)

It is therefore requested that a **Budgetary Amount of Rs. 26,550/- (All Inclusive)** be approved so that a comparative statement can be prepared and submitted to the Purchase Committee for final negotiation and early procurement.

Submitted for kind consideration and necessary approvals please.


Head-IT


Vice Chancellor.



SUSHANT UNIVERSITY (Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name and Address

Service Order No: SU/2022-23/PO/1803.

DKY Infotech Pvt Limited
407, 2nd Floor, Ganpati Arcade
Gurudwara Road, Gurgaon
Pin: 122001

Date: 03/03/2023

pg/h

Kind Attn: Mr Narendra.

Subject: Supply of 4GB Graphics Card.

Dear Sir/ Madam,

This is with reference to your quotation dated 09/02/2023 and the discussion held with you during the Purchase Committee Meeting regarding the **Supply of 4GB Graphics Card for the University.** we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	4GB Graphics Card (Model: P1000)	22500	01	Rs. 22,500.00
	Total Amount			Rs. 22,500.00
	GST (18% Extra)			Rs. 4,050.00
	Grand Total:			Rs. 26,550.00

Terms & Conditions:

1. The order to be executed within 2 Weeks. The Institute will have the right to cancel the order if not executed within the stipulated time.
2. All the items will be supplied F.O.R. Sushant University, Sector -55 Gurugram. Haryana
3. The Invoice will be raised in the name of Sushant University Sector-55, Gurugram
4. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.
5. Payment Terms: **Within 2-3 Weeks after the submission of Invoice.**

For Sushant University

[Signature]
3/3/2023
Authorized Signatory



DKY Infotech Pvt. Ltd.

[illegible]

SUSHANT UNIVERSITY
SECTOR—55, GURUGRAM

Dated: February 06, 2023

Office Note

Sub: Approval-cum-Release of payment for Printer Toners.

This is for information that due to urgency, 03 Printer Toners were ordered to the vendor for immediate supply for Accounts Department. This was required to avoid any interruption in providing smooth service as they were running short of toners in all the printers.

We have procured the following compatible toners:

1. Compatible Toner Q2612A - 03 Nos @Rs. 400/- plus GST

Total Cost: Rs. 1,487/- (All Inclusive)

It is therefore requested that an amount of **Rs. 1,487/- (All Inclusive)** be approved and released in the name of **Jayna India Private Limited.**

Submitted for kind consideration and necessary approvals please


(Head-IT)


Vice Chancellor.



GST INVOICE

(ORIGINAL FOR RECIPIENT)

e-Invoice

IRN : 8dfea25222917c71084f96c1cd9632ed7d578492c00c27a54-36646544dc52928
 Ack No. : 132313984039457
 Ack Date : 17-Jan-23



JAYNA INDIA PRIVATE LIMITED Regd. #119, Anarkali Cplx, Jhdwln Extn., New Delhi Sales: # 12, Vyapar Sadan, Old Delhi Road, Gurugram GSTIN/UIN: 06AACCJ3916D2ZX State Name : Haryana, Code : 06 CIN: U21000DL2010PTC204073 Contact : 0124 4048855, 9999008099 E-Mail : keshav@jayna.in www.Jayna.in		Invoice No. JAYNA22-23/443	Dated 17-Jan-23
Buyer (Bill to) Chiranjiv Charitable Trust Sector 55, Ansal University, Gold Course Road, Gurgaon GSTIN/UIN : 06AAATC0747N2ZN PAN/IT No : AAATC0747N State Name : Haryana, Code : 06 Place of Supply : Haryana Contact person : Mr Pradeep Lal E-Mail : it@sushantuniversity.edu.in		Delivery Note 3 Days	Mode/Terms of Payment 3 Days
		Dispatch Doc No.	Delivery Note Date
		Dispatched through	Destination
		Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	Compatible Toner Q2612A REFURB	8443	18 %	3 Pcs	400.00	Pcs	1,200.00
	Delivery Charges						60.00
	SGST						113.40
	CGST						113.40
	Short & Excess Round Off						0.20
	Total			3 Pcs			1,487.00

Amount Chargeable (in words) **Pradeep Lal** E. & O.E.
INR One Thousand Four Hundred Eighty Seven Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8443	1,260.00	9%	113.40	9%	113.40	226.80
Total	1,260.00		113.40		113.40	226.80

Tax Amount (in words) : **INR Two Hundred Twenty Six and Eighty paise Only**

Company's PAN : AACCJ3916D Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. No Return / Exchange No Insurance of Goods Cheque Bounce Charges: Rs 500 Warranty by Principal / OEM	Company's Bank Details A/c Holder's Name : JAYNA INDIA PRIVATE LIMITED Bank Name : HDFC Bank Ltd. A/c No. : 50200007210987 Branch & IFS Code : Sector 14, Gurgaon & HDFC00000090 for JAYNA INDIA PRIVATE LIMITED Authorised Signatory
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For Gate Entry Please : SUBJECT TO GURGAON (HARYANA) JURISDICTION

Received as Tones for Accounts Department
 Lg.



Dated: February 07, 2023

Office Note

Sub: Approval for Laptop Battery.

We require Laptop Battery for providing un-interrupted services to high level officials (Deans / Directors / HODs / Registrar Etc.) who are using University Laptops. IT Department do not have any Laptop battery in stock. Few Laptops Batteries are required to replace on priority as the users are facing issues while working with it.

1. HP 240 G5, Core i3 Laptop Battery - 03 Nos.

We have invited quotation from the regular suppliers of IT Consumables which is attached herewith for the reference.

It is therefore requested that an **Amount of Rs. 4,425/- (All Inclusive)** be approved so that order can be placed with the vendor at the earliest.

Submitted for kind consideration and necessary approval please.


Head-IT


- 1) Battery of Mr Gaurav Saini
- 2) Battery for Laptop to be issued to Mr Dharmendra Mehta
- 3) one in stock for any future HOD requires
- 4) IT Policy for ~~the~~ Entitlement attached.


Vice Chancellor.



Tax Invoice

(ORIGINAL FOR RECIPIENT)

 Dky Infotech Private Limited 407, 2nd Floor, Ganpati Arcade, Gurudawara Road Gurgaon, Haryana, 122001 GSTIN/UIN: 06AAICD2943G1ZR State Name: Haryana, Code: 06 E-Mail: narender.kumar@dkiinfotech.com	Invoice No. DIPL/22-23-0337	Dated 13-Feb-23
	Reference No. & Date.	Mode/Terms of Payment
Consignee (Ship to) Sushant University Sector-55 Gurugram -122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06	Buyer's Order No.	Dated
Buyer (Bill to) Sushant University Sector-55 Gurugram -122003 GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06	Terms of Delivery	

SI No.	Marks & Nos./ Container No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1		Hs04 Battery Of Hp LB20797800 LB20793582 LB20793584 CGST SGST	850760	3 Qty	1,250.00	Qty		3,750.00 337.50 337.50
Total				3 Qty				₹ 4,425.00

Amount Chargeable (in words) **INR Four Thousand Four Hundred Twenty Five Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
850760	3,750.00	9%	337.50	9%	337.50	675.00
Total	3,750.00		337.50		337.50	675.00

Tax Amount (in words) : **INR Six Hundred Seventy Five Only**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
 Bank Name : ICICI BANK LTD
 A/c No. : 103105005266
 Branch & IFS Code: SECTOR 15 PART 1 GURUGRAM & ICIC0001031
 for Dky Infotech Private Limited

Customer's Seal and Signature

Authorised Signatory

This is a Computer Generated Invoice



CONSUMABLES

2022

SUSHANT UNIVERSITY (Erstwhile A
(Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2022-23/PO/1736

Date: 30.09.2022

Paramount Infra Solution and Services

Off: SCO 20, Vyapar Sadan,

Near Saraswati Hospital

Old Delhi Road, Gurgaon

Kind Attn: Mr. Sanjay Tyagi

Subject: Supply of HDMI Cables.

Dear Sir,

This is with reference to your quotation dated 19/09/2022 and the discussion held with you for the supply of HDMI Cables for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	Stecker 5 Mtrs HDMI Cable	550	12	Rs. 6600.00
	Total Amount:			Rs. 6600.00
	GST (18% Extra)			Rs. 1188.00
	Grand Total:			Rs. 7788.00

Terms & Conditions:

1. Delivery : Within 1-2 Days
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in proper packed and working conditions.
4. Payment Terms: Within 2 Weeks after the submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.

For Sushant University (Erstwhile Ansal University)

Authorised Signatory



Tax Invoice

(ORIGINAL FOR RECIPIENT)

PARAMOUNT INFRA SOLUTION AND SERVICES SCO-20, VYAPAR SADAN NEAR SARASWATI HOSPITAL, OLD DELHI ROAD GURGAON-122001 GSTIN/UIN: 06ACNPT5565C1ZB State Name : Haryana, Code : 06		Invoice No. PARA/22-23/1073	Dated 3-Oct-22
		Delivery Note	Mode/Terms of Payment
		Reference No. & Date.	Other References
Buyer (Bill to) Sushant University Sector-55, Golf Course Road, Gurgaon GSTIN/UIN : 06AAATC0747N1ZO State Name : Haryana, Code : 06		Buyer's Order No.	Dated
		Dispatch Doc No.	Delivery Note Date
		Dispatched through	Destination
		Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	STECKER 5 MTR HDMI CABLE	8544	12 No	550.00	No		6,600.00
	SGST Output @ 9%				9 %		594.00
	CGST Output @ 9%				9 %		594.00
	STOCK REGISTER DESCRIPTION: HDMI cables PAGE NO: Ref NO - R2, Page-7, S.M-34 VERIFIED BY: Pradeep Lal /g NAME & SIGN: AUTHORIZED PERSON: Abhishek Anil NAME & SIGN: DATE: 3/10/2022						
	Total		12 No				₹ 7,788.00

Amount Chargeable (in words)

E. & O.E

INR Seven Thousand Seven Hundred Eighty Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8544	6,600.00	9%	594.00	9%	594.00	1,188.00
Total	6,600.00		594.00		594.00	1,188.00

Tax Amount (in words) : INR One Thousand One Hundred Eighty Eight Only

Company's PAN : ACNPT5565C

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : Karnataka Bank a/c.2712000100044301

A/c No. : 2712000100044301

Branch & IFS Code : Sec-31, Gurgaon & KARB0000271

Customer's Seal and Signature

for PARAMOUNT INFRA SOLUTION AND SERVICES

Authorized Signatory

This is a Computer Generated Invoice



SUSHANT UNIVERSITY (Erstwhile Ansal University)
(Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2022-23/PO/1717

Date: 07.09.2022

Jayna India Pvt Ltd
Off: SCO 12, Vyapar Sadan,
Old Delhi Road, Gurgaon,
Haryana 122001.

Kind Attn: Mr. Keshav Jain

Subject: Supply of IT Consumables.

Dear Sir,

This is with reference to your invoice dated 25/08/2022 and the discussion held with you for the supply of IT Consumables for the University, we are pleased to place the repeat order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	D-Link / AMP CAT6 Cable Box (305 Mtrs)	7200	01 Box	Rs. 7,200.00
2.	RJ45 Connector	500	100 Pcs	Rs. 500.00
3.	VGA to HDMI Converter	425	01 Pcs	Rs. 425.00
4.	Cable Tie	250	01 Pkt	Rs. 250.00
	Total Amount:			Rs. 8,375.00
	GST (18% Extra)			Rs. 1,508.00
	Grand Total:			Rs. 9,883.00

Terms & Conditions:

1. Delivery: Within 1-2 Days
2. All the items will be supplied / Repaired F.O.R. Chiranjiv Charitable Trust (C/O Sushant University), Sector -55 Gurugram, Haryana.
3. The items will be accepted only in proper packed and working conditions.
4. Payment Terms: Within 2 Weeks after the submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.


For Sushant University (Erstwhile Ansal University)

Authorised Signatory



GST INVOICE

(ORIGINAL FOR RECIPIENT)

JAYNA INDIA PRIVATE LIMITED

SCO # 12, Vyapar Sadan, Old Delhi Road, Gurugram

Haryana - 122001, India

GSTIN/UID: 06AACCJ3916D2ZX

State Name : Haryana, Code : 06

CIN: U21000DL2010PTC204073

Contact : +91 124 23 11 999, +91 9999 00 8099

E-Mail : India@Jayna.in

www.JAYNA.IN



Buyer (Bill to)

Chiranjiv Charitable Trust

Sector 55, Ansal University, Gold Course Road, Gurgaon

Haryana - 122003, India

GSTIN/UID : 06AAATC0747N2ZN

PAN/IT No : AAATC0747N

State Name : Haryana, Code : 06

Place of Supply : Haryana

Contact person : Mr Pradeep Lal

E-Mail : it@sushantuniversity.edu.in

Invoice No.

JAYNA22-23/280

Dated

9-Sep-22

Delivery Note

Mode/Terms of Payment

3 Days

Dispatch Doc No.

Delivery Note Date

Dispatched through

Destination

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	D-Link CAT 6 Cable 305mtr	85444999	18 %	1 Pcs	7,200.00	Pcs	7,200.00
2	RJ- 45 Connector	8523	18 %	100 Pcs	5.00	Pcs	500.00
3	VGA to HDMI Cable	8523	18 %	1 Pcs	425.00	Pcs	425.00
4	Cable Tie	8523	18 %	1 Pcs	250.00	Pcs	250.00
							8,375.00
SGST							753.75
CGST							753.75
Short & Excess Round Off							0.50
Total							103 Pcs ₹ 9,883.00

Amount Chargeable (in words)

INR Nine Thousand Eight Hundred Eighty Three Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
85444999	7,200.00	9%	648.00	9%	648.00	1,296.00
8523	1,175.00	9%	105.75	9%	105.75	211.50
Total	8,375.00	15/9/22	753.75		753.75	1,507.50

Tax Amount (in words) : **INR One Thousand Five Hundred Seven and Fifty paise Only**

Company's PAN

: **AACCJ3916D**

Declaration

1. We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
2. Subject to Gurgaon (Haryana) Jurisdiction only.
3. There will be NO Return and NO Exchange.
4. Cheque Return Charges: Rs 500.00 + GST @ 18%.
5. 2% Interest per month for delay Payments.
6. There is no IN-TRANSIT Damage Insurance from our end.
7. Customer Care: Brother: 1800 209 8904;
Canon: 1800 208 3366; Epson: 1800 123 00 1600;
MSI: +91 22 4912 5588; Tally: 1800 309 8859.

Company's Bank Details

A/c Holder's Name : **JAYNA INDIA PRIVATE LIMITED**Bank Name : **HDFC Bank Ltd.**A/c No. : **50200007210987**Branch & IFS Code : **Sector 14, Gurgaon & HDFC0000090**

Customer's Seal and Signature

for JAYNA INDIA PRIVATE LIMITED

SUSHANT UNIVERSITY**MATERIAL IN****SUBJECT TO GURGAON (HARYANA) JURISDICTION**

This is a Computer Generated Invoice

Bill No. **JAYNA22-23/280**
 Date of Security **14/09/22**
 Time **14:02**
 Bill No. **1260**
 Date of Security **14/09/22**



SUSHANT UNIVERSITY (Erstwhile Ansal University)
(Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2022-23/PO/ 1712
Date: 31.08.2022

Jayna India Pvt Ltd
Off: SCO 12, Vyapar Sadan,
Old Delhi Road, Gurgaon,
Haryana 122001.

Kind Attn: Mr. Keshav Jain
Subject: Supply of Mouse.
Dear Sir,

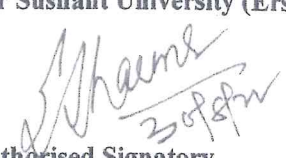
This is with reference to your invoice dated 16/06/2022 and the discussion held with you for the supply of mouse for the University, we are pleased to place the repeat order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	Prodot Optical Mouse USB (HSN: 8471)	125	60	Rs. 7500.00
	Total Amount:			Rs. 7500.00
	GST (18% Extra)			Rs. 1350.00
	Grand Total:			Rs. 8850.00

Terms & Conditions:

1. Delivery: Within 1-2 Days
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in proper packed and working conditions.
4. Payment Terms: Within 2 Weeks after the submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.

For Sushant University (Erstwhile Ansal University)


Authorised Signatory



SUSHANT UNIVERSITY (Erstwhile Ansal University)
(Annexure C)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: AU/2021-22/PO/1551

Date: 19.08.2021

Jayna India Pvt Ltd
Off: SCO 12, Vyapar Sadan,
Old Delhi Road, Gurgaon,
Haryana 122001.

Kind Attn: Mr. Keshav Jain

Subject: Supply of Compatible Printer Toners.

Dear Sir,

This is with reference to your quotation dated 02/08/2021 and the discussion held with you for the supply of compatible printer toners for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Total
1.	Compatible Toner 12A	450	10	Rs. 4500.00
2	Compatible Toner 88A	450	04	Rs. 1800.00
3	Compatible Toner 925	500	02	Rs. 1000.00
	Total Amount:			Rs. 7300.00
	GST (18% Extra)			Rs. 1314.00
	Grand Total:			Rs. 8614.00

Terms & Conditions:

1. Delivery : Within 1-2 Days
2. All the items will be supplied / Repaired F.O.R. Sushant University, Sector -55 Gurugram, Haryana.
3. The items will be accepted only in proper packed and working conditions.
4. Payment Terms: Within 2 Weeks after the submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1Z0 in the Invoice.

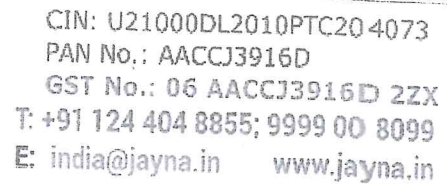
For Sushant University (Erstwhile Ansal University)

For, Anil Kumar
13.08.21

Authorised Signatory



(ORIGINAL FOR RECIPIENT)



Regd. Off : # LGF 119, Anarkali Complex, Jhandewalan Extn., New Delhi- 110055
Gurgaon : SCO # 12, Vyapar Sadan, Old Delhi Road, Gurgaon, Haryana 122001

Buyer (Bill to)	Invoice No.	Dated
Sushant University (Erstwhile Ansal University)	JAYNA21/136	21-Aug-21
Sector 55, Gurgaon	Delivery Note	
GSTIN/UIN : 06AAATC0747N1ZO		
State Name : Haryana, Code : 06	Reference No. & Date.	Other References
	Buyer's Order No.	Dated
	AU/2021-22/PO/1551	19-Aug-21
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
SI	Description of Goods	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	Compatible Toner Q2612A	84439959	18 %	10 Pcs	450.00	Pcs	4,500.00
2	Compatible Toner CC388A	84439959	18 %	4 Pcs	450.00	Pcs	1,800.00
3	Compatible Toner 925 Black	84439959	18 %	2 Pcs	500.00	Pcs	1,000.00
							7,300.00
							657.00
							657.00

SGST
CGST

ANSAL UNIVERSITY
MATERIA

Date 21/08/21 Time 16:30

Sr. No 1334 Sl. No 21/136

Sign of Security 21/08/21

STOCK REGISTER

ITEM DESCRIPTION Compatible Toner for Printers

PAGE NO Reg no - R3, Page - 3, S.no 19(a,b,c)

ENTERED BY: Pradeep G.

	Total	(Ratio & Sign.)	16 Pcs		₹ 8,614.00
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Amount Chargeable (in words) **INR Eight Thousand Six Hundred Fourteen Only**

E. & O.E

HSN/SAC	Taxable Value	Central Tax 23/8/2021		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84439959	7,300.00	9%	657.00	9%	657.00	1,314.00
Total	7,300.00		657.00		657.00	1,314.00

Tax Amount (in words) : **INR One Thousand Three Hundred Fourteen Only**

Company's Bank Details
A/c Holder's Name : JAYNA INDIA PRIVATE LIMITED
Bank Name : HDFC Bank Ltd.
A/c No. : 50200007210987
Branch & IFS Code : Sector 14, Gurgaon, & IFS Code 0000090

for JAYNA INDIA PRIVATE LIMITED

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorised Signatory

SUBJECT TO GURGAON (HARYANA) JURISDICTION

This is a Computer Generated Invoice



Dated: August 17, 2022

Office Note

Sub: Approval-cum-Release of payment for Compatible Printer Toners.

This is for information that our Kyocera Printers are still not operational due to non-payment. University Owned Small Printers are being used by most of the Departments / Schools. Since we do not have any Toner in stock, we have procured 05 Toners on high priority from our regular supplier to provide smooth service to the end users.

The following compatible toners have been procured:

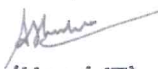
1. Compatible Toner 12A - 05 Nos @Rs. 650/- plus GST

Total Cost : Rs. 3,835/- (All Inclusive)

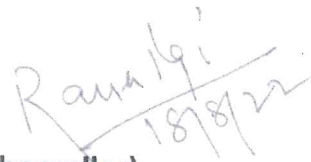
In this regard, we have received an Invoice No. JAYNA22-23/228 dated 08/08/2022 for the payment.

It is therefore requested that an amount of **Rs. 3,835/- (All Inclusive)** be approved and released in the name of **"Jayna India Private Limited"**

Submitted for kind consideration and necessary approvals please



(Head-IT)


(Vice Chancellor)



GST INVOICE

(ORIGINAL FOR RECIPIENT)

JAYNA INDIA PRIVATE LIMITED

SCO # 12, Vyapar Sadan, Old Delhi Road, Gurugram
Haryana - 122001, India
GSTIN/ UIN: 06AACCJ3916D22X
State Name : Haryana, Code : 06
CIN: U21000DL2010PTC204073
Contact : +91 124 23 11 999, +91 9999 00 8099
E-Mail : India@Jayna.in
www.JAYNA.IN



Buyer (Bill to)	Invoice No.	Dated
Chiranjiv Charitable Trust	JAYNA22-23/228	8-Aug-22
Sector 55, Ansal University, Gold Course Road, Gurgaon	Delivery Note	Mode/Terms of Payment
Haryana - 122003, India		3 Days
GSTIN/UIN : 06AAATC0747N2ZN	Dispatch Doc No.	Delivery Note Date
PAN/IT No : AAATC0747N		
State Name : Haryana, Code : 06	Dispatched through	Destination
Place of Supply : Haryana		
Contact person : Mr Pradeep Lal	Terms of Delivery	
E-Mail : it@sushantuniversity.edu.in		

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	Compatible Toner Q2612A	8443	18 %	5 Pcs	650.00	Pcs	3,250.00
2	Compatible Toner 925 Black Replacement	8443	18 %	2 Pcs			
							3,250.00
							292.50
							292.50
	Total			7 Pcs			₹ 3,835.00

Amount Chargeable (in words)

E. & O.E

INR Three Thousand Eight Hundred Thirty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8443	3,250.00	9%	292.50	9%	292.50	585.00
Total	3,250.00		292.50		292.50	585.00

Tax Amount (in words) : **INR Five Hundred Eighty Five Only**Company's PAN : **AACCJ3916D****Declaration**

1. We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
2. Subject to Gurgaon (Haryana) Jurisdiction only.
3. There will be NO Return and NO Exchange.
4. Cheque Return Charges: Rs 500.00 + GST @ 18%.
5. 2% Interest per month for delay Payments.
6. There is no IN-TRANSIT Damage Insurance from our end.
7. Customer Care: Brother: 1800 209 8904;
Canon: 1800 208 3366; Epson: 1800 123 00 1600;
MSI: +91 22 4912 5588; Tally: 1800 309 8859.

Customer's Seal and Signature

Company's Bank Details

A/c Holder's Name : **JAYNA INDIA PRIVATE LIMITED**
Bank Name : **HDFC Bank Ltd.**
A/c No. : **50200007210987**
Branch & IFS Code : **Sector 14, Gurgaon & HDFC0000090**

for JAYNA INDIA PRIVATE LIMITED

Authorised Signatory

SUBJECT TO GURGAON (HARYANA) JURISDICTION

This is a Computer Generated Invoice



For Trade Enquiry
Receipt
Lal
8/8/22

SUSAHNT UNIVERSITY
SECTOR-55, GURGAON



Dated: June 16, 2022

Office Note

Sub: Urgent Requirement of Mouse in Computer Labs

This is in reference to the office note received for the conduction of JEE (Mains) Exams in the campus, we are already in process of preparing the Labs for the said exam scheduled from 20/06/2022 till 29/06/2022.

During preparation, we have found that some mice are not in proper working condition and could not be used for the exam. Few systems also do not have a mouse.

We need at least 30 Mouse to conduct the exams smoothly.

We need to procure either online / or through Local Vendor @150/- per piece, hence would require Rs. 4500/-. We need this item by Friday for final testing of the systems.

You are requested to kindly approve **Rs. 4500/- (Advance)** so that we can do the needful well before time.

Submitted for information and necessary approvals please.

Amish
16/6/2022
(Head-IT)

Sharma
16/6/22
Bo-Vice Chancellor.

Ravi Rya
16/6/22
Hon'ble Vice-Chancellor



SCO # 12, Vyapar Sadan, Old Delhi Road, Gurugram
Haryana - 122001, India
GSTIN/UTIN: 06AACCJ3916D2ZX
State Name : Haryana, Code : 06
CIN: U21000DL2010PTC204073
Contact : +91 124 23 11 999, +91 9999 00 8099
E-Mail : India@Jayna.In
www.JAYNA.IN



Buyer (Bill to)	Invoice No.	Dated
Chiranjiv Charitable Trust	JAYNA22-23/137	16-Jun-22
Sector 55, Ansal University, Gold Course Road, Gurgaon	Delivery Note	Mode/Terms of Payment
Haryana - 122003, India		3 Days
GSTIN/UTIN : 06AAATC0747N2ZN	Dispatch Doc No.	Delivery Note Date
PAN/IT No : AAATC0747N		
State Name : Haryana, Code : 06	Dispatched through	Destination
Place of Supply : Haryana		
Contact person : Mr Pradeep Lal	Terms of Delivery	
E-Mail : it@sushantuniversity.edu.in		

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	Prodoot Optical Mouse USB	8471	18 %	30 Pcs	125.00	Pcs	3,750.00
							SGST
							CGST
							337.50
							337.50
							Total
				30 Pcs			₹ 4,425.00

Amount Chargeable (in words) **INR Four Thousand Four Hundred Twenty Five Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8471	3,750.00	9%	337.50	9%	337.50	675.00
Total	3,750.00		337.50		337.50	675.00

Tax Amount (in words) : **INR Six Hundred Seventy Five Only**
Company's PAN : **AACCJ3916D**

Declaration
1. We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
2. Subject to Gurgaon (Haryana) Jurisdiction only.
3. There will be NO Return and NO Exchange.
4. Cheque Return Charges: Rs 500.00 + GST @ 18%.
5. 2% Interest per month for delay Payments.
6. There is no IN-TRANSIT Damage Insurance from our end.
7. Customer Care: Brother: 1800 209 8904;
Canon: 1800 208 3366; Epson: 1800 123 00 1600;
MSI: +91 22 4912 5588; Tally: 1800 309 8859.

Customer's Seal and Signature

Company's Bank Details
A/c Holder's Name : **JAYNA INDIA PRIVATE LIMITED**
Bank Name : **HDFC Bank Ltd.**
A/c No. : **50200007210987**
Branch & IFS Code : **Sector 14, Gurgaon & HDFC0000090**
for JAYNA INDIA PRIVATE LIMITED
Authorised Signatory

SUBJECT TO GURGAON (HARYANA) JURISDICTION

This is a Computer Generated Invoice



CONSUMABLES
2021

**SUSHANT UNIVERSITY (Annexure C)
(Erstwhile ANSAL UNIVERSITY)
SECTOR-55, GURUGRAM-122003**

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2021-22/PO/15647
Date: 04.09.2021

INOSPIRE SOFTWARE
Plot No – 126, Vikas Nagar
Gurgaon.

Kind Attn: Mr. Ravi.
Subject: Supply of IT Consumables.
Dear Sir,

This is with reference to your quotation dated 14/08/2021 and your discussion held with the purchasing committee on 03-09-2021 you regarding the supply of IT Consumables for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	SMPS (Lapcare)	Rs. 530	20 Pcs	0.00	Rs. 10600.00
2.	USB Mouse - DELL	Rs. 220	25 Pcs	0.00	Rs. 5500.00
3.	Toolkit (Laptop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
4.	Toolkit (Desktop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
5.	RJ45 Connector Box	Rs. 350	01 Box	0.00	Rs. 350.00
6.	Cable Tie	Rs. 200	02 Pkt	0.00	Rs. 400.00
7.	VGA to HDMI Connector	Rs. 850	05 Pcs	0.00	Rs. 4250.00
8.	CMOS Battery	Rs. 20	10 Pcs	0.00	Rs. 200.00
9.	LAN Tester (D-Link)	Rs. 1000	01 Pcs	0.00	Rs. 1000.00
10.	Laptop Battery for HP 240 G5	Rs. 1300	06 Pcs	0.00	Rs. 7800.00
11.	Laptop Battery for HP 348 G4	Rs. 1300	04 Pcs	0.00	Rs. 5200.00
12.	Laptop Charger for HP 240 G5	Rs. 950	06 Pcs	0.00	Rs. 5700.00
13.	VGA Cable - 3 Mtrs	Rs. 220	10 Pcs	0.00	Rs. 2200.00
14.	HDMI Cable – 5 Mtrs	Rs. 300	10 Pcs	0.00	Rs. 3000.00
	Total Amount:				Rs. 47,000.00
	Discount in purchase committee meeting				7,000.00
	Total After Discount:				Rs. 40,000.00
	GST (18% Extra)				Rs. 7,200.00
	Grand Total:				Rs. 47,200.00

Terms & Conditions:

1. Delivery: 02 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University (Erstwhile Ansal University), Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 2-3 Weeks after the supply and submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.

For Sushant University (Erstwhile Ansal University)

Authorised Signatory



**INOSPIRE**

Tax Invoice

Invoice# INV-2021-220

INOSPIRE Softwares

Plot No 126, Vikas Nagar
 Basai Road, Gurgaon Haryana, 122001 India
 GSTIN : 06AMMPL6913D1Z3
 Contact : +91 8740969356

Bill To

Sushant university
(Erstwhile Ansal University)
 Sector 55, Gurgaon, 122003, Haryana, India
 GSTIN : 06AAATC0747N1Z0

Ship To

Sushant university
(Erstwhile Ansal University)
 Sector 55, Gurgaon, 122003, Haryana, India
 GSTIN : 06AAATC0747N1Z0

Invoice Date : 08-09-2021

Payment Terms : Net 15

Invoice Due Date : 23-09-2021

P.O.# : SU/2021-22/PO/

Place Of Supply: Haryana (06)

Sr. No.	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Lapcare SMPS	8471	20	530.00	10,600.00
2	USB Mouse - Dell	8471	25	220.00	5,500.00
3	Toolkit - Laptop	8471	1	400.00	400.00
4	Toolkit - Desktop	8471	1	400.00	400.00
5	RJ45 Connector Box	8471	1	350.00	350.00
6	Cable Tie	8471	2	200.00	400.00
7	VGA to HDMI Connector	8471	5	850.00	4,250.00
8	CMOS Battery	8471	10	20.00	200.00
9	LAN Tester (D-Link)	8471	1	1,000.00	1,000.00
10	Laptop Battery for HP 240 G5	8471	6	1,300.00	7,800.00
11	Laptop Battery for HP 348 G4	8471	4	1,300.00	5,200.00
12	Laptop Charger for HP 240 G5	8471	6	950.00	5,700.00



Sr. No.	Item & Description	HSN/SAC	Qty	Rate	Amount
13	VGA Cable - 3 Meters	8471	10	220.00	2,200.00
14	HDMI Cable - 5 Meters	8471	10	300.00	3,000.00

Sub Total 47,000.00

Discount (-) 7,000.00

CGST9 (9%) 3,600.00

SGST9 (9%) 3,600.00

Total ₹47,200.00

Total In Words: Rupees Forty-Seven Thousand Two Hundred Only

STOCK REGISTER

ITEM DESCRIPTION IT Consumables

PAGE NO Reg No - R3, Page - 5, S. No - 22(a) to 22(n)

ENTERED BY: Pradeep W. Laxmi
(Name & Sign.)

AUTHORISED PERSON: Abhishek Anil
(Name & Sign.)

DATE: 4/10/2024

Notes

Thanks for your business.

Bank Name : Inospire Softwares

Account No : 918020086611424

IFSC Code : UTIB0000576

Bank Address : Axis Bank, B- 294-295 (A), Aggarwal Enterprise Building, RIICO Chowk, Bhiwadi- 301019

Terms & Conditions

- 1.All goods returned for replacement/credit must be saleable condition with original packing.
- 2.Software Licenses / E-licenses are Non-cancellable,
- 3.We are covered under MSME Act 2006, hence as per this law, if the above invoice is not paid within due date, notwithstanding anything contain in the agreement you will be liable to pay compound interest with monthly rests at three times of the bank rate notified by the Reserve bank. Our MSME UAN No - HR05D0023742
- 4.No TDS would be deducted on these Software's as per notification No - 21/2012 S.O.1323(E) dt. 13.06.2012.

TDS Declaration

We do hereby declare that the company has already deducted TDS/Withholding tax from payment against acquisition of software /s invoiced to you in accordance with sub-clause (a)/ (b) of clause (ii) of Notification No. 21/2012 [F.No.142/10/2012-SO(TPL)]. We further declare that Software transferred to you wide invoice number as mentioned above has been transferred to you without any modification. By virtue of said Notification you are exempted from deducting TDS on Payment/Credit against our invoice/s.

Thank You,

Your's Sincerely,

