



Aga Khan Agency for Habitat

Work Order

Vendor Name: Demo Company	Site Address: Bahndup	Work Order No:	00014-2024-25
		Work Order Date:	2025-01-28
		Quotation No:	785
		Quotation Date:	2025-01-26
POC:	POC: Jyoti Pokharkar	Work Completion Timeline:	10 Days

We have appointed you as Vendor for providing below work as per below terms and conditions. For brevity matters (Name of the Vendor) shall also be referred as "Vendor" and shall include any representatives acting on behalf of (Name of the vendor) and Aga Khan Agency for Habitat India shall be referred as "AKAHI" within the contents of the work order.

Sr No	Description	Unit	Quantity	Unit Price	Total
1	Keyboard	Nos	45	₹ 425.00	₹ 19,125.00
	Scope of work (SOW) / Terms of Reference (TOR) as per Annexure 1				

Payment Terms	Subtotal	₹ 19,125.00
70 % Advance	CGST (9%)	₹ 1,721.25
30 % After delivery	SGST (9%)	₹ 1,721.25
	Total	₹ 22,567.50

1. Validity of contract shall be One (1) Year from the date of acceptance of this work order. This work order can be extended as mutually agreed between you and AKAHI.
2. Any delay in work beyond the above stipulated period, shall attract penalty of 1% of the contract value calculated per week. The penalty amount will be deducted from the total amount payable to you. Minimum penalty of 2500/- & Maximum penalty 10000/- per contract.
3. AKAHI reserve the right to terminate the order at any time if performance of activities is not carried as per SOW/TOR (Annexure - I) agreed or if the quality of work is not of acceptable standards. In such event, the vendor shall be liable to compensate AKAHI for entire cost of completion of work carried out by the so newly appointed vendor by AKAHI. AKAHI shall have sole right to appoint a new vendor to complete the work.
4. AKAHI does not provide any insurance coverage for its vendors and cannot be held responsible for any accident or other incident arising in relation to or during performance of this work. The vendor shall ensure appropriate safety norms are followed at all times while performance at the site. Insurance for accidents, medical expenses, theft or other purposes is the responsibility of the vendor. Vendor must submit Workmen compensation policy copy for the worker working on site along with bill as per Govt. rules and regulation. The payments made under this contract are intended to permit consultants to take out appropriate insurance coverage at their own expense and in their own name, if they wish to do so.
5. The contract amount is subject to deduction of Tax at source as per the prevailing provisions of the Income Tax Act 1961. AKAHI shall issue TDS certificates to the vendor for such Tax deducted at Source.
6. The vendor shall ensure to comply with all provisions of various laws of land and shall remain solely responsible for any negligence or breach of any laws. The vendor shall fully own and indemnify any liabilities, if created on AKAHI, on account of any such breaches or negligence. The vendor shall strictly ensure that there is no employment of illegal immigrants or child labor for performance of any activities whether directly or indirectly related to the Works contract.
7. Any dispute arising during performance of contract shall be resolved through mutual consensus. In case any dispute remains unresolved, the same shall be subject to courts of Mumbai Jurisdiction only.
8. The contract amount shall include complete cost of work. The entire work will be carried out as per SOW/TOR provided to you by AKAHI. The vendor is required to prepare and submit work plan in order to complete the exercise in time.
9. I have read and understood the work order and I accept the same in entirely work order with all above terms and condition and above mentioned AKAHI POC explained all the Terms and Conditions mentioned in above work order in our local language.
10. Final Bill shall be submitted with certified copy of work completion Certificate along with supporting documents. No payment shall be made unless all the required documentation are certified by AKAHI.

Yours Sincerely	Accepted: Signed, Seal & Date	
For Aga Khan Agency for Habitat India	For	0
Prerana Langa	Authorised Signatory	
Chief Executive Officer		

