Vendor Agreement

This agreement is made between the Company and the Vendor named below and takes effect on the date of the last signature.

Company

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Vendor

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Purpose

The Company onboards the Vendor as an approved vendor for the goods or services below, which it will order by purchase order.

Vendor details

GOODS OR SERVICES OFFERED

MSME (UDYAM) REGISTERED

UDYAM NUMBER

PAYMENT TERMS (DAYS)

CANCELLED CHEQUE

GST CERTIFICATE

Prices and payment

PRICING

CREDIT PERIOD (DAYS)

LATE INTEREST (% P.A.)

Prices exclude GST unless stated. Invoices carry the GSTINs above and, where required, an e-invoice IRN and

e-way bill.

Specific terms

- MSME payments. If the Vendor is a micro or small enterprise, the Company pays within 45 days as the MSMED Act, 2006 requires.
- Code of conduct. The Vendor follows the Company's supplier code on ethics, anti-bribery, labour and safety.
- Records. The Vendor keeps records needed for audit for 3 years.

Standard commercial terms

- Delivery and risk. Goods are delivered as per the Incoterm or delivery terms in the order; risk passes on delivery and title passes on full payment.
- Inspection. The buyer inspects goods within 7 days of delivery and reports shortages or defects in writing with photos; otherwise the goods are treated as accepted.
- Quality. Goods match the agreed specifications, are fit for their usual purpose and comply with applicable law, including the Legal Metrology (Packaged Commodities) Rules and BIS standards where they apply.
- Confidentiality. Prices, customer data and business plans shared under this agreement are kept confidential during it and for two years after.
- Liability. Neither party is liable for indirect or lost-profit losses. Each party's total liability is capped at the amount paid or payable in the 12 months before the claim, except for fraud or breach of confidentiality.
- Termination. Either party may end this agreement by written notice of the period below, or at once for a material breach not fixed within 15 days. Orders already accepted are completed.
- Force majeure. Neither party is liable for delay caused by events beyond its reasonable control, such as natural disasters, epidemics or government action.

Notice period to terminate

○ 30 days ○ 60 days ○ 90 days

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Vendor

SIGNATURE

PRINTED NAME

DATE