



Note Ref No: ICSI/IT2025-26/111

Date: 4<sup>th</sup> June 2025

Name of Directorate : Information Technology

To : Secretary, The ICSI

Through : -----

Subject : Approval for extension / Renewal Process with the existing firm M/s Softel for Microsoft O365 Email license, technical support and Cloud hosting of the Website (www.icsi.edu), along with DNS Services after exploring the rate of few other similar vendors in the market.

Budget Head : Software Systems (incl Anti-Virus) / Licenses

Nature of Approval Required : Administrative Approval

Estimated Expenditure : ₹ 84,00,000/- for Three (3) years.

**A. SUMMARY**

**1. Approval required as per (fill as applicable):**

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.f
Policy Reference (Purchase/ Infra/ IT etc.)	Purchase Policy
ICSI Guidelines	NA
Decisions of the Meeting of Council / Committees / Boards / Task Force.	NA
Any other	NA

**2. Approval of the Purchase Committee (if applicable): NA**

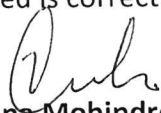
**3. Recommendations of the HoD:**

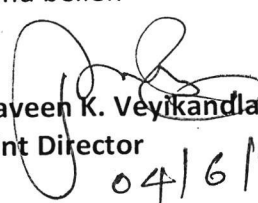
It is recommended to accord approval to extend / renew the contract with the existing firm M/s Softel for Microsoft O365 Email license, technical support and Cloud hosting of the Website (www.icsi.edu) along with DNS Services after exploring the rate of a few other similar vendors in the market.

Remarks with justification: Mentioned in the detailed note.

**4. Declaration by HoD:**

I have checked the contents and enclosures provided in the note and declare that the information provided is correct as per my knowledge and belief.

  
(Vandana Mohindroo)  
Assistant Director

  
(Praveen K. Veyikandla)  
Joint Director

  
(A.K. RATH)  
Joint Secretary (IT)

04/6/25