

**Institute of Company Secretaries of India**

**Sub: Release of Rs.30, 326/- (Rupees Thirty Thousand Three Hundred Twenty Six Only) to M/s ZVC India Private Limited. For 1 Zoom One Pro, Cloud recording, 2 Room Connector the period of May 30, 2025 - June 29, 2025 vide invoice no: INV307576073 dated May 30, 2025.**

| <b>Part A : Name of the Directorate: Information Technology</b> |  |  |
|---|--|--|
| <b>1.</b>   | <b>Details of work done/service received for which the release of payment is recommended</b>   | <b>1 Zoom One Pro, Cloud recording, 2 Room Connector the period of May 30, 2025 - June 29, 2025.</b> |
| <b>2.</b>   | <b>Details of the Allocated Budget 2025-26</b>   | <b>(Rs.)</b>   |
| (a)   | Name of the Budgetary Head   | <b>Software Systems (incl Anti Virus) / Licences</b>   |
| (b)   | Total Budget available for the Year <b>2025-26</b>   | ₹ 14,300,000/-   |
| (c)   | Less: Amount utilised (Prior to the instant proposal)  | ₹ 1,962,374/-  |
| (d)   | Balance available  | ₹ 12,337,626/-   |
| (e)   | Expenditure as per the instant proposal  | ₹ 30, 326/-  |
| (f)   | Net balance available (after the instant proposal)   | ₹ 12,307,300/-   |
| <b>3.</b>   | <b>Details of Approval of the Competent Authority(as per DOP[F])</b>   |  |
| (a)   | (i) Whether the Competent Authority has approved the Purchase Order / Work Order / Engagement?   | Yes / No   |
|   | <b>a. Purchases</b>  |  |
|   | EC / Committee concerned / Secretary / CE /  |  |
|   | JS(SG) / JS / HOD / D of Purchase Deptt.   |  |
|   | <b>b. Advertisement</b>  |  |
|   | Secretary / CE / HOD of Dte. of Corporate Communication  |  |
| (b)   | (i) Whether the Competent Authority has approved release of payment under the instant proposal?  | Yes / No   |
|   | (ii) Recommendation to F&A to release payment ( ) lakh for purchases, after approval for purchase  |  |
|   | CE / JS(SG) / JS / HOD / (D) of Directorate which placed the PO  |  |
| <b>4.</b>   | <b>Certification of supplies / services</b>  |  |
|   | Whether supplies / services have been received satisfactorily as per the terms of the Purchase Order / Work Order?   | Yes / No   |
| <b>5.</b>   | <b>If this is an advance payment,</b>  | Yes  |
|   | (i) Whether the advance paid earlier to the party has been fully utilised?   | Yes / No   |
|   | (ii) Has the Party rendered the service in respect of earlier advance, to the satisfaction of the Directorate as per the terms of Purchase order / Work Order? | Yes / No   |
|   | (iii) Is this advance payment required under the terms of the Purchase Order / Work Order?   | Yes / No   |
|   | (iv) Name of the official responsible for settlement of advance  | -----  |
|   | (v) Date by which advance will be settled (not exceeding 30 days)  | -----  |

|           |  |   |
|-----------|--|---|
| <b>6.</b> | <b>Recommendation for release of payment</b> |   |
| (a)       | Whether recommended for release of payment   | Yes / No.   |
| (b)       | Gross Amount recommended for payment (₹)     | <b>Rs. 30, 326/- ( Thirty Thousand Three Hundred Twenty Six Only)</b> |
| (c)       | Discount Amount, if applicable()             |   |
| (d)       | Net Amount recommended for payment(₹)        | <b>Rs. 30, 326/- ( Thirty Thousand Three Hundred Twenty Six Only)</b> |

Dealing Official P(HK)

AD(VM)

JD(PKV)

JS(AKR)

**Part B : Directorate of Purchase**

|          |  |
|----------|--|
| <b>1</b> | (i) Whether the competent authority approved procurement of service award of work? Yes / No<br>(ii) Whether the user Department has recommended the payment? Yes / No<br>(iii) Whether all the terms and conditions of the Purchase Order / Work Order have been complied with ? Yes / No. ( If no, give details.....)<br>(iv) Whether any penalty is to be deducted ? Yes / No. ( If Yes, give amount...)<br>(v) If payment is for Capital Asset, whether entered in Fixed Asset Register Yes / No. |
| <b>2</b> | The amount to be released (₹).....   |

Dealing Official

AEO /

Exec. /

E.O. / AD

DD

JD

D

JS

JS(SG)

**Part C : Directorate of Finance and Accounts**

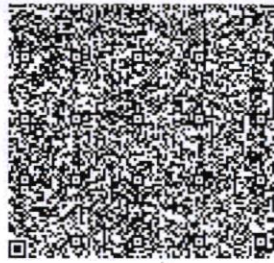
|          |  |
|----------|--|
| <b>1</b> | (i) Is the proposed release approved under the budget? Yes / No<br>(ii) Has the Head of the user Directorate recommended release of payment? Yes / No<br>(iii) Has the Dte of Purchase recommended the release of payment ? Yes / No<br>(iv) Whether approvals are as per DoP Yes / No |
| <b>2</b> | (i) The amount to be released<br>(ii) Less: TDS<br>(iii) Less: any other (Please specify )<br>(iv) The net amount to be released   |

| Prepared by      | Checked by                       | APPROVAL   |
|------------------|----------------------------------|--|
| Dealing Official | EXECUTIVE / AEO / EO<br>AD DD JD | HOD(F&A)<br>Joint Secretary (F&A)<br>Chief Executive / Secretary |



# Tax Invoice

Original for Recipient and Duplicate for Supplier



Zoom

ZVC India Private Limited  
Raheja Platinum, No. 06A127  
Sag Baug Road, Marol, Andheri East  
Mumbai, Maharashtra, 400059

Signature Not Verified

Digitally Signed By:  
DS ZVC INDIA PRIVATE LIMITED 1  
Sat 31-May-2025 07:19:08 IST  
Approved by: Sameer Raj

Invoice Date: May 30, 2025

Invoice #: INV307576073

Payment Terms: Net 30

Due Date: Jun 29, 2025

Account Number: 7013180245

Currency: INR

Account Information: The Institute of Company Secretaries of India

Account Legal Name: INSTITUTE OF COMPANY SECRETARIES OF INDIA

Consignee (Place of supply):

The ICSI  
C-36, Sector-62 NOIDA,  
NOIDA, Uttar Pradesh 201309 (State Code: 9)  
India

Name of Recipient (Billed to): helpdesk@icsi.edu

The ICSI  
C-36, Sector-62 NOIDA,  
NOIDA, Uttar Pradesh 201309 (State Code: 9)  
India  
helpdesk@icsi.edu

Zoom GSTIN: 27AABCZ4218R1ZP

Zoom PAN: AABCZ4218R

For ACH and Wire Transfer payment:

Account Name: ZVC India Private Limited - Sales

Bank Name: Bank of America N.A.

Account Number: 73512025

RTGS/NEFT IFSC: BOFA0MM6205

MICR Code: 400032002

SWIFT Code: BOFAIN4XXXX

\*No Cheque Payments for INR

Remittance Details should be sent to:  
Finance@zoom.us

Purchase Order Number:

Customer GSTIN: 09AAATT1103F2ZX

Customer PAN: AAATT1103F

Whether tax is payable on reverse charge basis -  
No.

Zoom W-9

Question about your Digital Signature?

## Charge Details

| Charge Description  | Subscription Period            | Subtotal    | Taxes, Fees & Surcharges | Total        |
|---|--------------------------------|-------------|--------------------------|--------------|
| Charge Name: Cloud Recording<br>1TB - overage fee                         |                                |             |                          |              |
| Quantity: 64<br>Unit Price: INR0.0000<br>HSN of Goods/Services:<br>998424 | Apr 30, 2025 - May 29,<br>2025 | INR0.00     | INR0.00                  | INR0.00      |
| Charge Name: Room<br>Connector Monthly                                    | May 30, 2025 - Jun 29,<br>2025 | INR8,600.00 | INR1,548.00              | INR10,148.00 |



|  |                                |             |  |              |
|--|--------------------------------|-------------|--|--------------|
| Unit Price: INR4,300.00<br>HSN of Goods/Services:<br>998424                |                                |             |  |              |
| Charge Name: Webinar 500<br>Monthly  |                                |             |  |              |
| Quantity: 1<br>Unit Price: INR7,000.00<br>HSN of Goods/Services:<br>998424 | May 30, 2025 - Jun 29,<br>2025 | INR7,000.00 | INR1,260.00                                | INR8,260.00  |
| Charge Name: Zoom<br>Workplace Pro Monthly                                 |                                |             |  |              |
| Quantity: 1<br>Unit Price: INR1,300.00<br>HSN of Goods/Services:<br>998424 | May 30, 2025 - Jun 29,<br>2025 | INR1,300.00 | INR234.00                                  | INR1,534.00  |
| Charge Name: Cloud Recording<br>1TB  |                                |             |  |              |
| Quantity: 1<br>Unit Price: INR8,800.00<br>HSN of Goods/Services:<br>998424 | May 30, 2025 - Jun 29,<br>2025 | INR8,800.00 | INR1,584.00                                | INR10,384.00 |
|  |                                |             | Taxable Value                              | INR25,700.00 |
|  |                                |             | Total (Including Taxes, Fees & Surcharges) | INR30,326.00 |
|  |                                |             | Invoice Balance                            | INR30,326.00 |

Taxes, Fees & Surcharge Details

| Charge Name                          | Tax, Fee or<br>Surcharge Name        | Jurisdiction | Charge Amount | Tax, Fee or Surcharge<br>Amount |
|--------------------------------------|--------------------------------------|--------------|---------------|---------------------------------|
| Cloud Recording 1TB -<br>overage fee | IGST<br>(Communications<br>) 18.000% | Federal      | INR0.00       | INR0.00                         |
| Cloud Recording 1TB                  | IGST<br>(Communications<br>) 18.000% | Federal      | INR8,800.00   | INR1,584.00                     |
| Room Connector Monthly               | IGST<br>(Communications<br>) 18.000% | Federal      | INR8,600.00   | INR1,548.00                     |



|                                   |                                   |         |             |             |
|-----------------------------------|-----------------------------------|---------|-------------|-------------|
| Webinar 500 Monthly               | IGST<br>(Communications ) 18.000% | Federal | INR7,000.00 | INR1,260.00 |
| Zoom Workplace Pro Monthly        | IGST<br>(Communications ) 18.000% | Federal | INR1,300.00 | INR234.00   |
| Total of Taxes, Fees & Surcharges |                                   |         |             | INR4,626.00 |

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

P.O. No **6312**



THE INSTITUTE OF  
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI GST Number : 09AAATT1103F2ZX

**PURCHASE ORDER**

Ref No **6312/ 2025-26**

Date **29-APR-25**

M/s ZVC India Private Limited  
Raheja Platinum, No.06A113A,06A127  
Sag Baug Road, Marol, Andheri East, Mumbai  
Mumbai City-400059  
INDIA

Vendor's Quotation Reference  
ICSI PO No 6210/2024-25 dt 23.04.2024  
ZOOM Req No – Q3198193 dt 22.04.2025

We are pleased to place an order on you for the following material or other services as detailed below. Subject to the conditions on the reverse

| S. No | DESCRIPTION   | Unit of Measure | Quantity | Total Amount (in Rs) | CGST Rate     | CGST Amt | SGST Rate | SGST Amt | IGST Rate      | IGST Amt | Remark                               |
|-------|---|-----------------|----------|----------------------|---------------|----------|-----------|----------|----------------|----------|--------------------------------------|
| 1     | Supply and Installation of one no. Zoom Pro Plan License for one year which includes: Standard Pro License, Room Connector; Webinar; Cloud Recording as per the quantity(s) given at Annexure 'A' | Yearly          | 1        | 308400.00            |               |          |           |          | IGST @18% - HQ | 55512    | Terms and Conditions at Annexure "A" |
|       | Item Grand Total  |                 |          | 308400.00            | Tax Grand Tol |          | 55512.00  |          |                |          |                                      |
| Total | Rupees Three Lakh Sixty-Three Thousand Nine Hundred Twelve only   |                 |          | Rs: 363912.00        |               |          |           |          |                |          |                                      |

For The Institute of Company Secretaries of India

Contact person: ICSI - Shri Praveen Kumar V, Dte of IT, [Praveen.kumar@icsi.edu](mailto:Praveen.kumar@icsi.edu)  
ZVC India Pvt. Ltd. – Rachana Devi, Account Manager, M. No: 9731580081; Email – [Rachna.devi@zoom.us](mailto:Rachna.devi@zoom.us)

Payment Terms: 30 days after raising of invoice on monthly basis

Master Copy

Copy to:  
i. JS(AKR)/JD(PKV) - Dte. of IT  
ii. D(SP) - Dte. of F&A  
iii. JD(TB) -Dte. of IA  
iii. AD(NW)

S. K. SHARMA  
Director

Purchase & Stores  
The Institute of Company Secretaries of India  
C-36, Sector-62, NOIDA - 201309 (U.P.)  
Authorised Signatory



## Annexure "A"

## TERMS &amp; CONDITIONS

## 1. The plan includes the following:

| Sr. No.                     | Plan                             | BILLING | Quantity | UNIT RATE | Monthly Cost (Rs.) |
|-----------------------------|----------------------------------|---------|----------|-----------|--------------------|
| 1                           | Zoom Workplace Pro-Monthly       | Monthly | 1        | 1,300.00  | 1,300.00           |
| 2                           | Cloud Recording 1TB              | Monthly | 1        | 8,800.00  | 8,800.00           |
| 3                           | Cloud Recording 1TB –overage fee | Monthly | NA       | 4,400.00  | 00                 |
| 4                           | Room connector – Monthly         | Monthly | 2        | 4,300.00  | 8,600.00           |
| 5                           | Webinar 500 Monthly              | Monthly | 1        | 7,000.00  | 7,000.00           |
| Total                       |                                  | Monthly |          |           | 25,700.00          |
| GST @18%                    |                                  |         |          |           | 4,626.00           |
| Total (including GST)       |                                  | Monthly |          |           | 30,326.00          |
| Grand Total (including GST) |                                  | Yearly  |          |           | 3,63,912.00        |

2. **Duration:** For a period of one year w.e.f April 30, 2025 to April 29, 2026.

3. **Payment:** The ICSI will make a monthly payment of Rs. 30,326 /- (Rs. 25,700.00 /-+GST Rs. 4,626.00) 30 days after raising the invoice on monthly basis for the entire duration of the contract.

4. **Delivery Challan**

Each delivery challan should relate only to one Purchase Order and must clearly indicate our Purchase Order Number, full description of the material (as given in our Purchase Order) and the quantity supplied along with sample, if possible. All supplies will be received subject to counting/weighing/measuring and quality control.

5. **Quality Requirements**

All material supplied must strictly conform to the quality standards/specifications as per samples approved by us in writing and/or and other related instructions(s) mentioned herein or separately.

6. **Original Software**

You agree that the software that is required to be supplied as mentioned in this order shall be genuine and registered software and not a pirated version of any nature.

7. **Support**

You will provide comprehensive support during the contract/subscription period.

8. **Indemnity Clause**

You will indemnify ICSI against all statutory liabilities present and future arising out of this order. In the event of violation of any contractual or statutory obligations, you will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, you will be liable to make good/compensate such claims or damages to the ICSI. As a result of your action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, you would be required to reimburse to ICSI such amount along with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to you while settling your bills. However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the ICSI due to negligence, carelessness or inefficiency of your staff, you shall be responsible to make good the loss. The ICSI shall have right to claim the damage / loss suffered by it or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on you.

9. **Black Listing:**

Notwithstanding any other remedy, the ICSI may by notice in writing blacklist you for suitable period in case you fail to discharge your obligation under this order without sufficient grounds or found guilty for



breach of condition(s) of the order, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by you or by your staff or agent.

**10. Statutory Compliance:**

You will be required to comply with all statutory obligations from time to time applicable to this order.

**11. Rejection**

(i) The Institute at its discretion reserves the right to reject the goods/material supplied, if it is not as per the specification(s) given in the Purchase Order.

(ii) It will be your responsibility and liability to remove the rejected material within 7 days from the date of written intimation regarding rejection from our store/go-down at your own cost, risk and responsibility.

**12. Cancellation**

(i) In case the jobs/goods is/are not carried out within stipulated time, the Institute at its discretion reserves the right to cancel the order at your responsibility without any further notice. The Institute shall be at liberty to invoke its absolute right to recover damages due to your failure to supply the goods as per specifications/approved samples and/or within the stipulated period.

(ii) The Institute shall have the right to cancel this order or any part of it or postpone delivery if the goods cannot be taken delivery of immediately for any reason such as acts of God/War Mobilization, requisition or interface from Government or local authority, fire, strikes lockout, disputes with workers, accident to machinery, riots, commotion, political trouble, blockage, quarantines or any circumstances beyond the control of the Institute and you will not be entitled to claim any compensation of whatsoever nature.

**13. Invoicing**

Invoice should be forwarded to us in duplicate/Triplicate mentioning our Purchase Order Number, specification, proper description of the material/goods as per order, quantity supplied along with delivery challan.

**14. Liquidated Damage:**

If you fail to complete the implementation of full-fledged system within the period specified in the order, ICSI, shall without prejudice to its other remedies, deduct as liquidated damage as follows:

- a. ½ per cent of total value of contract, for each day of delay, in case of services are delivered either in full or partly within 7 days after the due date;
- b. 1 per cent of total value of contract subject to maximum 10%, for each day of delay, in case of services are delivered either in full or partly beyond 7 days but up to 14 days after the due date;
- c. Even after two (02) weeks of delay, if the vendor fails to deliver the goods and services, ICSI may reject or accept the goods and services at its sole discretion after imposing applicable penalty and decide accordingly on approval of the competent authority.

**15. Arbitration:**

In case of any dispute, difference, claim and demands arising under or pursuant to or touching or in relation to this order/contract, the authorized official of the ICSI and you shall address the same for mutual resolution, failing which the matter shall be referred for the arbitration to the sole Arbitrator who will be mutually appointed by both the Parties i.e. ICSI and ZVC India Pvt. Ltd. The Arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The cost of the Arbitration proceedings shall be shared equally by both the parties. The award of the sole arbitrator shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Delhi. All disputes arising out of this order/contract are subject to the jurisdiction of Courts in New Delhi.

**16. Jurisdiction:** In respect of any dispute arising between ICSI and you in any matter covered / touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.

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