

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. \_\_\_\_\_

Date: 15-May-2025

From : Dte. OF IT

To: Dte of PURCHASE

1. Please arrange to supply us the following items as per particulars given below:-

S.No.	Detailed Specifications	Stock in Hand as on date	Date by which the quantity is required	Likely consumption during the intervening period	Quantity required
1.	Approval for taking 15 Laptops on rental Basis for upto 30days @ Rs 2000/- + taxes Per laptop for 15-30 days (rental remain Same For 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.	NA	At Earliest	-	15(Fifteen)

2. Justification for the quantity requisitioned

**Approval for 15 Laptops on rental upto 30days @ Rs 2000/-+ Taxes per Laprop**

3. Name of the Budgetary Head to which

Computer &amp; Peripheral

The amount is to be booked

Budget provision as per the approved budget 2025- 26 : ₹ 15,800,000/-

Amount utilized (prior to instant proposal) : ₹ 550,235/-

Balance Available : ₹ 15,249,765/-

Expenditure as per the instant proposal (Approx.) : ₹ 36000/-

NET BALANCE AVAILBLE : ₹ 15,213,765/-

Approval of the aforesaid procurement

4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority




P(HK)

Signature of the Departmental Head



AD(VM)



JD(PKV)



Received Date : 14/05/2025  
Directorate of Internal Audit  
Preliminary Review as per documents provided  
Signature with date 14/5/25

Note Ref No: eCSIN & Membership address reconciliation project: 2025 Date: 14.05.2025

Name of Directorate : Directorate of Membership  
To : Secretary, ICSI  
Through : Joint Secretary (Membership)  
Subject : Approval for taking 15 Laptops on rental basis for upto 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project

Budget Head : Computer & Peripherals

Nature of Approval Required : Administrative Approval

Estimated Expenditure : ₹ 30,000 + Taxes

#### A. SUMMARY

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

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	DOFP-11 (b) (a)
Policy Reference (Purchase/ Infra/ IT etc)	N.A.
ICSI Guidelines	N.A.
Decisions of the Meeting of Council/Committees/Boards/Task Force	As per discussion during the review meeting held on 8 <sup>th</sup> & 13 <sup>th</sup> May, 2025 to review the progress of the work.
Any other	N.A.

##### 2. Approval of the Purchase Committee (if applicable) Yes/No (If yes, please attach)

##### 3. Recommendations of the HoD:

To accord approval for taking 15 Laptops on rental basis for up to 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.

**Remarks with Justification:** As discussed by the concerned HoDs with the Secretary, As per discussion during the review meeting held on 8<sup>th</sup> & 13<sup>th</sup> May, 2025 to review the progress of the work.

##### 4. Declaration by HoD

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

(Rajeev Mishra)  
Assistant Director

(Dr. Rajesh Kumar Agrawal)  
Joint Secretary (Membership)







: 2 :

**5. Financial Concurrence if applicable [to be filled by HOD (F&A)]: - Not Required**

Budget available under the head: <u>Comp. &amp; Peripherals</u>	Signature of HOD (F&A) Date : <u>14/5/2025</u>
Computerization: Rs. <u>1.58 Crores</u>	
(Capital/Revenue) for FY <u>2025-26</u>	
Approved Computerization: Rs. <u>354m/-</u>	

F&A → 1603/14.5.25.

**6. Documents enclosed:**

No.	Document	(Yes/No)	Annexure No.
(i)	Copies of previous approvals (if any)	Yes	A
(ii)	Copies of previous work order (if any)	Yes	B
(iii)	In case of renewal of contract please mention date and period of previous renewals	No	
(iv)	Bills and vouchers	No	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	No	
(vi)	Relevant decisions of the Council/EC/FC (if any)	No	
(vi)	Any other documents/enclosures (emails exchanged between Dte. of IT and Dte. of Membership)	Yes	C

**7. DETAILED NOTE**

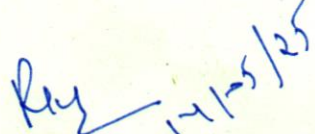
This has reference to the task of alignment of ECSIN Data with the Membership Data which is being carried out at 7th floor, ICSI Noida Office. The team entrusted with the said task have been provided laptops (15 nos.) which have been taken on rent from the vendor M/s SIG Systems Pvt. Ltd (order No.9939 attached for reference). The existing vendor M/s SIG Systems Pvt. Ltd has been providing laptops on rental basis to the ICSI since 2022, as per requirement on same rate terms and conditions (copy of order attached). (Annex - D)

During the VC Meeting held on 8<sup>th</sup> May, 2025 and physical meeting held on 13<sup>th</sup> May, 2025 at ICSI Noida Office; for reviewing the progress of alignment of ECSIN Data with the Membership Data, it was understood that the data alignment still requires some more time; for which the laptops taken on rent will be further required for a period of one month w.e.f. 15<sup>th</sup> May, 2025. The total financial implication for rental of 15 laptops for a further period of one month will be Rs.35,400/-.

In view of the above it is recommended to extend the rental period of 15 laptops for further period of one month w.e.f. 15<sup>th</sup> May, 2025 at a total cost of Rs.35,400/- with the existing vendor M/s SIG Systems Pvt. Ltd. Upon approval, the Dte. of Purchase will place the order with the vendor M/s SIG Systems Pvt. Ltd.

Submitted the above please.

  
(Rajeev Mishra)  
Assistant Director

  
(Dr. Rajesh Kumar Agrawal)  
Joint Secretary (Membership)





: 2 :

5. Financial Concurrence if applicable [to be filled by HOD (F&A)]: - Not Required

Budget available under the head: <u>Computer &amp; Peripherals</u> Computerization: Rs. <u>1,58,00,000/-</u> (Capital/Revenue) for FY 2025-26 Approved <u>budget</u> Computerization: Rs. <u>1,58,00,000/-</u>	Signature of HOD (F&A): <u>[Signature]</u> Date: <u>7/11/25</u>
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6. Documents enclosed:

No.	Document	(Yes/No)	Annexure No.
(i)	Copies of previous approvals (if any)	No	
(ii)	Copies of previous work order (if any)	No	
(iii)	In case of renewal of contract please mention date and period of previous renewals	No	
(iv)	Bills and vouchers	No	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	No	
(vi)	Relevant decisions of the Council/EC/FC (if any)	No	
(vi)	Any other documents/enclosures (emails dt.4.4.25 exchanged between Dte. of IT and Dte. of Membership and Purchase Order dt.14.10.2024)	Yes	I & II

7. DETAILED NOTE

As discussed by the concerned HoDs with the Secretary, ICSI.

To accord approval for taking 15 Laptops on rental basis for up to 30 days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.

Submitted the above please.

[Signature]  
(Vanitha Dhanesh)  
Assistant Director

[Signature]  
(Chenna Kesava Chebrolu)  
Deputy Director





Received Date: 08/04/25  
Preliminary Audit reports provided  
08/04/25

1-DOFP(11b)  
07/04/2025  
-IA

Note Ref No: eCSIN & Membership address reconciliation project: 2025 Date: 07.04.2025

Name of Directorate : Directorate of Membership  
To : Joint Secretary (Membership)  
Through : -  
Subject : Approval for taking 15 Laptops on rental basis for upto 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project

Budget Head : Computer & Peripherals

Nature of Approval Required : Administrative Approval

Estimated Expenditure : ₹ 30,000 + Taxes = Rs. 36,000/- (Approx.)

#### A. SUMMARY

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

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	DOFP-11 (b) (a)
Policy Reference (Purchase/ Infra/ IT etc)	N.A.
ICSI Guidelines	N.A.
Decisions of the Meeting of Council/Committees/Boards/Task Force	As discussed by the concerned HoDs with the Secretary, ICSI
Any other	N.A.

##### 2. Approval of the Purchase Committee (if applicable) Yes/No (If yes, please attach)

##### 3. Recommendations of the DD:

To accord approval for taking 15 Laptops on rental basis for up to 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.

Remarks with Justification: As discussed by the concerned HoDs with the Secretary, ICSI.

##### 4. Declaration by Deputy Director

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

(Vanitha Dhanesh)  
Assistant Director

(Chenna Kesava Chebrolu)  
Deputy Director



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)

P.O. No **9939**

ICSI GST Number : 09AAATT1103F2ZX

**PURCHASE ORDER**

Ref No **9939/ 2025-26**

Date **09-APR-25**

M/s SIG SYSTEMS PVT. LTD.  
T-2, USHA CHAMBERS (3RD FLOOR)  
CENTRAL MARKET  
ASHOK VIHAR PHASE I  
DELHI-110 052

Vendor's Quotation Reference \_

Requisition Detail: dated October 03,2024

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	15 nos. Laptops on rental basis for 30 days @ 2000/- +18% GST	Each	15	30000.00					IGST @18% - HQ	5400	Terms & Conditions at Annexure
	Item Grand Total			30000.00							
Total	Rupees Thirty-Five Thousand Four Hundred only			Rs: 35400.00							

For The Institute of Company Secretaries of India

Delivery/Job completion Schedule: Praveen Kumar Veyikandia

Vendor Copy

*[Handwritten signature]*

*[Handwritten signature]*  
09/4/25

Authorised Signatory

S. K. SHARMA

Director

Purchase & Stores

The Institute of Company Secretaries of India  
C-36, Sector-62, NOIDA - 201309 (U.P.)



**TERMS & CONDITIONS****1. Delivery of Material**

- (i) Delivery of supplies shall be at the stores or any other place stated in the Purchase Order as per the quantity ordered. Failure or departure in compliance thereof is at vendor's own risk and responsibility.
- (ii) An advance notice for delivery/dispatch of goods under this order shall be given by the vendor to the Institute in writing/oral in case of bulk supplies.
- (iii) All Material/goods shall be delivered strictly between 1.30 P.M. and 3.30 P.M. on a working day (Monday to Friday) unless otherwise specified at the place mentioned in this order.

**2. 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.

**3. Schedule of Price**

S. No.	Unit rate per month	No. of laptops	Period	Monthly Charges payable for laptops	GST@18%	Total
1	2000	15	30 days	Rs.30,000 (2,000/-*15)	Rs.5,400.00	Rs.35,400/-

**4. Quality Requirements**

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

**5. Payment terms**

Monthly payment on arrear basis.

**6. 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 the responsibility and liability of the vendor to remove the rejected material within 7 days from the date of written intimation regarding rejection from our store/godown at his own cost, risk and responsibility.

**7. 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 vendor's responsibility without any further notice. The Institute shall be at liberty to forfeit Earnest Money deposited by the vendor apart from its absolute right to recover damages due to failure of the vendor 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 the vendor will not be entitled to claim any compensation of whatsoever nature.

**8. 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.

**9. Dispute**

All orders are deemed to be entered at Delhi and are subject to the jurisdiction of the courts in India.

Please provide the signed copy of the order to ICSI, as a token of acceptance of this order.

SCP  
09/4/25

# SIG SYSTEMS PRIVATE LIMITED

T-2,3rd Floor, Usha Chambers, Central Market,  
Ashok Vihar Phase -1, New Delhi -110052  
Tele :- 27143678, 27142733, 27121638, 27220730 Mob:-9868231391  
GSTIN Number : 07AACCS2338E1ZN  
Email id:- [marketing@sigsystems.com](mailto:marketing@sigsystems.com)  
URL :- [www.sigsystems.com](http://www.sigsystems.com)

## DELIVERY CHALLAN

Delivery Challan No.:-DC/25-26/008  
Delivery Challan Date:- 15.04.2025

BILL TO:-		SHIP TO:-	Transportation
Name :- THE INSTITUTE OF COMPANY SECRETARIES OF INDIA.		Name :- THE INSTITUTE OF COMPANY SECRETARIES OF INDIA.	Mode: BY ROAD
Address:-ICSI HOUSE,C-37, SECTOR 62 NOIDA, GAUTAMBUDDHA NAGAR		Address:- C-36, SECTOR 62 NOIDA, Uttar Pradesh, 201309.	VEH.NO
State:- UP	Code:- 09	State:- UP	Date of Dispatch:-15.04.2025
GSTIN No.:- 09AAATT1103F2ZX		GSTIN No.:- 09AAATT1103F2ZX	

Please acknowledge the receipt & installation of following capital goods in good & working condition on Rental basis.

S.No	Description of Goods (Movement of Capital Goods for Renting Purpose)	HSN Code	QTY	Value of Goods (Rs.)
01	LAPTOPS.	84713010	15	6,75,000.00
	Total			6,75,000.00

- The Above goods are not for SALE OR PURCHASE.
- The Above goods are being sent on rental basis and are on returnable basis.

### CUSTOMER SIGNATURE & SEAL

Signature

Name of the Signatory.....

Designation/Status.....


Mobile no.

### SIG SYSTEMS PVT. LTD.

Signature

Name of the Signatory :- PARMINDER

Designation/Status :-

	THE INSTITUTE OF Company Secretaries of India भारतीय कंपनी सचिव संस्थान IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament (Under the Jurisdiction of Ministry of Corporate Affairs)
Place/Location :	
MATERIAL RECEIVED. SUBJECT TO MATERIAL VERIFICATION AND CHECKING.	
Security Entry Register Sl. No. <u>1688</u>	
Date : <u>15/04/2025</u>	Signature of Security <u>S.L.</u>

## Dr Rajesh Kumar Agrawal

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**Subject:** FW: Rent Extension of 15 Laptop's for one more month

**From:** Ravish Samota <Ravish.Samota@icsi.edu>

**Sent:** 9 May, 2025 3:25 PM

**To:** Rajeev Mishra <Rajeev.Mishra@icsi.edu>

**Cc:** A K Rath <asit.rath@icsi.edu>; Dr Rajesh Kumar Agrawal <Rajesh.Agrawal@icsi.edu>; Vanitha Dhanesh <Vanitha.Dhanesh@icsi.edu>; Santosh Kumar Jha <santosh.jha@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

**Subject:** 15 Laptop's on Rent Extension for one more month

Dear Sir,

Please find the attached PO and Delivery Challan of 15 Laptops taken on rent from vendor for ECSIN Address updation activity. Since, the laptops have been hired for the period of one month only and as per Delivery Challan this is going to complete on 14<sup>th</sup> May 2025.

As advised by the secretary the laptops are required for another one more month hence, you are requested to kindly arrange to take administrative / financial approval from the competent authority which can be shared to Dte. of Purchase for further extension.

Regards,

Ravish Samota

Deputy Director

Directorate of IT

Email: [ravish.samota@icsi.edu](mailto:ravish.samota@icsi.edu)

Phone: +91-120-4522045





**PURCHASE ORDER**

Ref No 9659/ 2022-23

Date 09-SEP-22

M/s SIG SYSTEMS PVT. LTD  
T-2, USHA CHAMBERS (3RD FLOOR)  
CENTRAL MARKET  
ASHOK VIHAR PHASE I  
DELHI-110 052

Vendor's Quotation Reference .  
September 06, 2022  
Requisition Detail: 01/09/2022

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	(COMH000238) Laptop on rental basis	Each	10	142200.00					IGST @18% - HQ	25596	Terms & Conditions as per annexure "A"
	Item Grand Total			142200.00	Tax Grand Tot		25596.00				
Total	Rupees One Lakh Sixty-Seven Thousand Seven Hundred Ninety-Six only			Rs: 167796.00							

For The Institute of Company Secretaries of India

Delivery/Job completion Schedule

Mr Praveen Kumar Veyikandla

ICSI House, 22 institutional Area, Lodi Road  
New Delhi-11003

Latest by: 15/09/2022

Vendor Copy

Authorised Signatory

*(Signature)*

AMT 10/09/2022  
(Purchase & Invoice Store)  
The Institute of Company Secretaries of India  
C-33 Sector 02, Naraina, New Delhi-110028

### Terms & Conditions

1. **Specifications of Laptops to be provided to ICSI on rent:**  
Model No. **Dell Latitude 7490** (8<sup>th</sup> Gen)  
Intel Core i5 Processor  
Thin & lightweight  
8 GB RAM  
512 GB SSD  
Wi-Fi, Webcam, BT Audio, HDMI,  
USB, LAN Ports enabled  
Integrated Gigabit Ethernet  
Backlit Keyboard  
14.1" FHD Screen  
Adapter, Bag  
Windows 10 Prof Licence  
MS Office latest Licence  
Anti-Virus Software Licenced
2. **Duration:**  
For six (06) months from the date of delivery and successfully installation at ICSI.
3. **Schedule of Price:**  
Rs. 2370/- +18% GST i.e. Rs. 2,797/- per laptop/per month. Total rental charges will be paid @ Rs. 27,970/- for one month (all inclusive) for ten laptops. The total price for rental of 10 laptops for six months is Rs. 1,67,820/- (all inclusive).
4. **Maintenance/Repair:**  
The maintenance of the laptop(s) will be done by your trained IT Hardware Engineer. In case of any fault reported during rental duration, you have to arrange to get the fault attended and resolved/replaced the hardware by trained IT personnel from your service centre within 24 Hrs.
5. **Insurance:**  
If Institute decides to get insurance for the laptops which are taken on rental from you, you have to provide the details of the laptops (e.g. Make and Model, Machine Sl. No., Date of purchase, Purchase price, Purchase Bill no. and date etc.) to the Institute and facilitate all documentations to complete the insurance process and the beneficiary of the such insurance policy shall be the ICSI.
6. **Payment Term:**  
The ICSI will make monthly payment at the end of the month after raising of invoice by you on monthly basis for the entire duration of the contract.
7. **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:  
  
1/2 per cent of total value of contract, for each day of delay, in case of goods are delivered either in full or partly within 7 days after the due date;  
  
1 per cent of total value of contract subject to maximum 10%, for each day of delay, in case of goods are delivered either in full or partly beyond 7 days but upto 14 days after the due date;  
  
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.  
  
In case if any fault of laptop is not resolved/replaced within 24 hours, penalty also will be imposed as per above Liquidated Damage schedule subject to maximum 10% of the monthly contract price.
8. **Delivery:**  
Within 1-2 days after the issue of the work order.
9. **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.