



Note Ref No: ICSI/IT-HQ/2025-26/103

Date: 27th May 2025

Name of Directorate : Information Technology

To : Secretary, The ICSI

Through : -----

Subject : Administrative approval for the procurement of two heavy duty printers (under buy-back) for the usage of Directorate of Examinations.

Budget Head : Computerization

Nature of Approval : Administrative Approval
Required

Estimated Expenditure : ₹ 1,10,000/-

A. SUMMARY

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

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.e
Policy Reference (Purchase/ Infra/ IT etc.)	Clause No. IT Policy 4.1
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 for the procurement of two heavy duty printers (under buy-back) for the usage of Directorate of Examinations.


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
27/5/25


Signature of HOD with date:
(A.K. RATH)
Joint Secretary (IT)





: 2 :

5. Financial Concurrence if applicable [to be filled by HOD (F&A)]:

Budget available under the head: Computerization: ₹ 36,786,000/- (Capital/Revenue) for FY 2025-26 Approved Computerization: ₹ 37,000,000/-	Signature of HOD (F&A) Date:
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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) P.O. No. C-455 08.12.2015 and P. No. 367/2011-12 dated 05.09.2011	Yes	C
(iii)	In case of renewal of contract please mention date and period of previous renewals	NA	
(iv)	Bills and vouchers	NA	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	NA	
(vi)	Relevant decisions of the Council/EC/FC (if any)	NA	
(vi)	Any other documents/enclosures Requisition dated 9 th May 2025 received from Dte. of Examination Specification of the IT Hardware	Yes	A B

B. DETAILED NOTE

Directorate of Examinations vide requisition dated 9th May 2025 informed that two printers [Canon Printer LBP 6300dn, Sr. No. MFTA 547953 (procured in December 2015) and HP LaserJet P4051N Sr. No. CNFY890271 (procured in September 2011) installed on the 2nd Floor and 1st Floor of Exam directorate respectively are non-functioning, irreparable and need replacement. To proceed ahead, Directorate of IT has got these devices checked from IT hardware FMS Engineers (deployed at the ICSI-Noida) and after inspection of the printer, they confirmed that the printers mentioned are of old version and paper jams issues are observed, hence, the same need to be replaced. It is informed that Canon Printer LBP 6300DN, Sr. No. MFTA 547953 was procured vide P.O. No. C-455 08.12.2015 and HP LaserJet 4051N Sr. No. CNFY890271 was procured vide P. No. 367/2011-12 dated 05.09.2011 and the said printers are (approx.) 10 years & 14 years old respectively.

The details, as gathered from the Asset Register (scanned copy of the relevant page attached) maintained by the Purchase Cell, are provided below.



: 3 :

S.No.	Name of the Printer	Sr. No.	P.O. No.	Value	Asset's Register Page No.
1.	Canon Printer LBP 6300dn	MFTA 547953	P.O. No. C-455 08.12.2015 Bill No. 135 dated 29.12.2015	Rs. 31,448/-	329
2.	HP LaserJet P4051N	CNFy890271	P. No. 367/2011-12 dated 05.09.2011	Rs. 86,688/-	305

Clauses of IT policies and guidelines regarding replacement of IT hardware are submitted for reference –

1. clause 4.1 of IT induction Manual "All the hardware (server, desktop, printer, Scanner, UPS, Router, Switches, Fire wall etc.) may be replaced in HQ/CCGRT/RO/ Chapters under buyback on the completion of 5 years subject to the condition that the hardware gives frequent problems OR it is non repairable, and the user directorate has the concurrence for replacement of the same."

Keeping in view of the above, it is recommended to procure 2 (two) printers (under buy-back) at a cost not exceeding Rs. 55,000/- per printer by following due purchase procedure through Purchase Cell.

There is a sufficient budget to cater to the above requirement. The details of the budget provision in the prescribed format for this proposal are placed below:


Budget Head: Computerization

Budget provision as per the approved budget 2025-26	:	₹ 37,000,000/-
Amount utilized (Prior to instant proposal)	:	₹ 214,000/-
Balance available	:	₹ 36,786,000/-
Expenditure as per the instant proposal approx.	:	₹ 1,10,000/-
Net balance available	:	₹ 36,676,000/-

The Secretary may consider and approve the said proposal.


(Vandana Mohindroo)
Assistant Director


(Praveen K. Veyikandla)
Joint Director


Signature of HOD with date:
(A.K. RATH)
Joint Secretary (IT)



Specifications of All-in-one Printer

IR1643I with SPDADF

Product Code: IR17779178

Introducing a compact A4 mono multifunction device with fast scanning capabilities and advanced mobile connectivity. Reliable and versatile, the iR1643i series offers a wide range of functions tailored to suit the demands of busy work groups. Multi-function network device: copy, print, color scan. Speed: 43ppm
Print, Copy, Scan Paper capacity

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. 01/May/2025-26

Date: 08th May 2025

From: - Directorate of Exams

To: - Directorate of IT

/Purchase cell

1. Please arrange to supply and Installation of following items at 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	HP LaserJet Printer (Including scanner) 4100 Series Heavy duty printer	-	Immediate	NA	2 (Two)

2. Justification for the quantity requisitioned

2 new heavy duty printers are required as replacement of following 2 non-functioning printers of Dte. of Examinations: -

1. Canon LBP6300DN (printer is in non-functioning and irreparable condition)
2. HP LaserJet 4051N (printer is in non-functioning and irreparable condition)

3. Name of the Budgetary Head to which the amount is to be booked

Budget provision as per the approved budget

Less:

Amount utilized (prior to instant proposal)

Balance Available

Expenditure as per the instant proposal

NET BALANCE AVAILABLE

4. Competent authority as per DOFP for approval of the aforesaid procurement

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

Signature of the Competent Authority

Signature of the Departmental Head

08/05/24
PCHK

AD(VM)

JD(PKV)

JS(AKR)

**Amazing Systech Pvt Ltd**

206 A Ground Floor, Jiwan Nagar, Kilokri, Maharani Bagh, Sunlight Colony,
New Delhi, Delhi - 110014, India
Phone: 01143552149

Email: amazingsystechpvtltd@gmail.com
Mobile: +91-9811674577
Website: www.amazingsystech.com
GST: 07AAWCA8813E1ZD

Quotation

To,

The Institute of Company Secretary of India
Noida, Uttar Pradesh, India

Quotation No: ASPL-0004176-05-25

Quotation Date: 27-May-2025

Valid Till: 26-Jun-2025

Enquiry Ref. ID: ASPL - 16450

Subject: Quotation for Canon Make iR 1643i

Dear Sir/Ma'am,

We are indeed thankful to you for referring us and evincing interest in our products. We studied your requirement carefully. Please find here with our most exclusive and technically viable offer for your perusal and scrutiny we are glad to submit our offer.

Sl.	Product Details	Unit Price (INR)	Qty	GST (in %)	Amount (INR)
1	IR1643i with SPDADF Product Code: IR17779178 Introducing a compact A4 mono multifunction device with fast scanning capabilities and advanced mobile connectivity. Reliable and versatile, the iR1643i series offers a wide range of functions tailored to suit the demands of busy work groups. Multi-function network device: copy, print, color scan. Speed: 43ppm Print, Copy, Scan Paper capacity	46500 Per 1 Nos	1 Nos	18%	46,500.00

Details (INR)	
Total Gross Amount	46,500.00
IGST	8,370.00
Net Amount (Round Off)	54,870.00
Fifty Four Thousands Eight Hundred And Seventy Only (INR)	

TERMS & CONDITIONS

Payment Terms: 100% Advance Payment

Delivery: Within 7 Days

Total Guarantee: T. G. For Five years and 4 lac prints @ 40 paise per copy/prints with all consumable like toner, drum, spare parts along with services.

Total Guarantee Services: (T.G.) means providing your all maintenance, spare parts, drum, toner, excluding plastic Cover and breakage due to negligence, and we also assure you of maximum up time for your Machine. Our engineers will visit your place for preventive maintenance of machine on time.

ADDITIONAL NOTES

Toner - T-06 Rs. 6450.00 plus tax (Yeild - 13000) Prints
Standard warranty - One Year and 30000 prints.

BANK DETAILS

Amazing Systech Pvt Ltd .
Bank Name- State Bank Of India
A/c No-41049756760
IFSC Code- SBIN0060360
Branch- Siddharth Extn New Delhi

Thank you again for showing your interest with our company. We expect healthy and long term relationship with you. Early revert of yours will be highly appreciated. Please feel free to ask your query.

Thanks & Regards
Anoop Tiwari
Mobile:8447732725
Email:anoop.tiwari@amazingsystems.net

Amazing Systech Pvt Ltd

Amazing

Handwritten: Val marked, 27, 200, chm, EPI 1, 04

P.O. No C-367



THE INSTITUTE OF
Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE
CONSTRUCTIVELY GROWING, IN AN ETHICAL MANNER

PURCHASE ORDER

Ref No C-367/ 2011-12

Date 05-SEP-11

M/s Futuresoft Solutions Pvt. Ltd.
253 OKhla Industrial Estate
Phase-III
New Delhi-110020

Vendor's Quotation
Reference dated
11.7.2011

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)	Remark
1	DELL OPTIPLEX -990 (COMH000042) Processors: Intel Core i5-2400 processor, Operating Systems :Windows 7 Professional, Chipset: Intel® Q67 Express Chipset, Manageability, Intel Standard Manageability, Memory: 4GB expandable Up to 16GB DDR3 1333MHz , Graphics, Integrated Intel® Graphics Media Accelerator HD 2000, Audio Integrated HD Audio, Hard Drives: 500GB SATA 3.0GB/s controller 7200RPM, Networking: Integrated Intel® 82578DM GbE Ethernet LAN 10/100/1000, Standard I/O Ports:10 External USB 2.0 ports and 1 Internal USB 2.0 (MT & DT only):1 Serial, 1 RJ-45: 1 VGA: 1 Display Port: 2 PS/2: 2 Line-in (stereo/microphone), 2 Line-out (headphone/speaker), Power Supply, 250W Efficient Internal PSU, Keyboard & Mouse: Enhanced Quiet key™ USB keyboard & Mouse, Monitor:18.5" Wide Flat Panel LCD Monitor, Optical Devices: 16 X DVD+-RW Dual write layer capabilities, Volume: should not be more than 15.1L, Security :Trusted Platform Module 1.2, ControlPoint, Chassis	Nos.	59 @ 46095/- Net	2719605.00	

1.R.W.
10641

358721

	lock slot and lock loop support, optional Chassis Intrusion switch, Compliance :Energy Star 5.0(select):EPEAT Gold			
	Buy Back 21 old Computers with Monitor	Nos.	21 ✓ @ 1575/-	33075
	Total after buy back			2686530
2	(COMH000031) Printer (HP Laser Jet P4015 N)	Nos.	4 @ 86688	346752.00
	Buy back old printers	Nos.	4 @ 525/-	2100
	Total after buy back			344652
3	(COMH000040) PRINTER (HP LASER JET P1008)	Nos.	2 @ 7697/-	15394.00
4	(COMH000041) PRINTER (HP LASER JET P2055)	Nos.	1	21551.00
Nett total after buy back	Rupees Thirty Lacs Sixty Eight Thousand One Hundred Twenty Seven			3068127

Mr. Md. Aslam will be coordinate from the Institute.

For The Institute of Company Secretaries of India

Delivery/Job completion Schedule
Shri Ankur Yadav, SD
C-37 Sector-62
Noida

Latest by: 5.10.2011

90 % payment will be released on supply & successful installation of Computer & Printers as per the tender document dated 1.7.2011.

10 % payment will be released on submission of Bank Guarantee of equal amount valid for a period of 3 years
Other terms & conditions as given in our quotation document dated 1.7.2011 will be applicable

Master Copy

Note:

4 Nos. Computers to be delivered/installed at 4 Institutional Area, Prasad Nagar, New Delhi-110005

30 Nos. Computers & 3 Printers to be delivered/installed at Plot No.101, Sector-15, Institutional Area, Gurgaon, Navi Mumbai-400614

25 Nos. Computers & 4 Printers to be delivered/installed at C-37 Sector-62 Noida

Stores Copy

[Signature]

Authorised Signatory

[Signature]

Institute of Company Secretaries of India
"ICSI House", 22 Institutional Area
Lodhi Road, New Delhi-110003



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

P.O. No C-455

PURCHASE ORDER

Ref No C-455/ 2015-16

Date 08-DEC-15

M/s AMAZING SYSTEMS &
TECHNOLOGIES
Plot No. 68, Ambrahi
Extension,
Sector-19, Dwarka
New Delhi-110075

Vendor's Quotation
Reference 28/10/2015

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)	Remarks
1	(COMH000096) CANON PRINTER IMAGE CLASS MF8280Cw CANON PRINTER IMAGE CLASS MF8280Cw with 5 years onsite warranty: 4-in-1 Colour Laser Printer with Wireless Connectivity Multi-function printer with mobile printing capabilities. Simple solution for the modern business Print speed (A4): up to 14ppm Print, scan, copy, fax, wired / wireless LAN connectivity	Nos	1	66396.00	Rates are inclusive of all
2	(COMH000113)-CANON PRINTER LASER SHOT LBP6030B Canon PRINTER LASER SHOT LBP6030B: with 5 years onsite comprehensive warranty: Printing Method: Monochrome Laser Beam Printing; Print Speed: A4: Up to 18ppm; Letter: Up to 19ppm; Print Resolution: 600 x 600dpi; Print Quality with Image Refinement Quality 2400 (equivalent) ? 600dpi; Warm-Up Time (From Power On) 10secs. or less; First Printout Time (FPOT) Approx. 7.8secs.; Recovery Time (From Sleep Mode): Approx. 1secs.; Print Language: UFR II LT; Paper Handling: Paper Input (Standard) 150 sheets (based on 80g/m2)	Nos	12	100680.00	

A.S.

	<p>Paper Output: 100 sheets (face down) based on 80g/m2); Paper Size: A4, B5, A5, Legal*, Letter, Executive, 16K, Envelope COM10 Envelope Monarch, Envelope C5, Envelope DL Custom: Width 76.2 to 215.9mm x Length 188 to 355.6mm Paper Weight: 60 to 163g/m2 Paper Type Plain paper Heavy Paper, Transparency, Label, Envelope. Connectivity and Software: USB Interface: USB 2.0 High Speed Compatible Operating Systems*2 Win 8.1 (32 / 64bit), Win 8 (32 / 64bit), Windows 7 (32 / 64bit), Windows Vista (32 / 64-bit), Windows XP (32 / 64-bit), Windows Server 2012 (32 / 64bit), Windows Server 2012 R2 (64 bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit), Windows Server 2003 (32 / 64bit), Mac OS 10.6.x~10.9*3, Linux*3, Citrix</p>				
3	<p>(COMH000114) CANON PRINTER LASER SHOT LBP6300DN Canon Printer LASER SHOT LBP6300dn: with 5 years onsite comprehensive warranty: Black & White Laser Beam Printing; Fixing Method: On-Demand Fixing; First Print Out Time (FPOT): 6secs. or less; Print Speed : Mono: A4 30ppm Duplex: A4 16ipm; Resolution: 600 x 600dpi; 2400 (equivalent) x 600dpi; Warm-up time: 10secs. or less; Recovery time: 10secs. or less; Toner Cartridges: Cartridge 319 - Black: 2,100 pages Cartridge 319II - Black: 6,400 pages; Paper Input: Standard 250 sheets cassette Multi-Purpose Tray 50 sheets Optional 500 sheets Maximum Paper Capacity 800 sheets</p>	Nos	7	220136.00	
4	<p>(COMH000115) CANON PRINTER LASER SHOT 5970 CANON Printer LASER SHO LBP-5970: with 5 years onsite comprehensive warranty: Printing Speed : A4: Mono: 32 pages / Colour: 30 pages, A3: Mono: 15 pages / Colour: 15 pages; Printing Method : Electrophotographic printing using laser beam printing; Fixing Method: On-Demand Fixing; Resolution : 600 / 1200dpi; First Print: Hot Start: Mono 7.5 seconds or less Colour 9 seconds or less; Toner Cartridges: YMC 6K / BK 10K; Drum Cartridge: YMC 40K images / K 45K images; Paper Input : 250 sheets CST (64g/m?) ; Paper Input (MP): 100 sheets (64g/m?); Paper Input (Tray): 550 sheets CST (64g/m?) Paper Size: A3, B4, A4, B5, A5, Ledger, Legal*, Letter, Executive, Statement, 12x18, 8K, 16K, Envelope (C5, B5, Com10, Monarch, DL) * Legal refers to paper measuring 215.9 x 355.6mm (8.5 x 14 inches); Duplex Printing: Standard</p>	Nos	1	240190.00	

A.S

	TOTAL(A)			627402.00	
	Less: Buyback of old printers				
	HP Laser Jet 1022	Nos	6	1,200.00	
	HP Laser Jet 2015	Nos	4	700.00	
	HP Laser Jet 1320	Nos	1	200.00	
	HP Color Laser Jet 7580	Nos	1	350.00	
	Total (B)			2,450.00	
	Net Total (A) – (B) (Rupees Six Lakh Twenty Four Thousand Nine Hundred Fifty Two only)			6,24,952.00	

Delivery/Job completion Schedule

For The Institute of Company Secretaries of India

Shri A K Rath, Director, ICSI

C – 37, Sector 62,

Noida

Latest by: within 30 days

Payment Terms: 90 % payment will be released on supply & successful installation and commissioning of Printer Hardware as per the tender document.

10 % payment will be released on submission of Bank Guarantee of equal amount valid for a period of 5 years

Other terms & conditions as given in our tender document will be applicable

Master Copy

Ajay Sharma

Authorised Signatory

AJAY SHARMA

Assistant Director

Purchase & Administration

The Institute of Company Secretaries of India

"ICSI House", 22, Institutional Area

Lodi Road, New Delhi - 110003

RETAIL INVOICE

AMAZING SYSTEMS & TECHNOLOGIES

BASEMENT, NR TIKONA PARK, JEEVAN NAGAR
NEW DELHI 110014
011-43552149, 8447737782, 8447737783

TIN : 07190355630

Service Tax No. : AAPFA7325PSD001

PAN : AAPFA7325P

Customer Name & Address:

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

22, INSTITUTIONAL AREA
LODH ROAD, NEW DELHI - 110003
CENTRAL
Phone : manish a/c 01204522054

No.	Dated
RI/2015-16/145	29/12/15
Delivery Note	Dated
Payment Terms	Other Reference(s)
Order No.	Dated
C-455/2015-16	28/10/15
Transporter	GR/RR No.
Vehicle No.	Station
Terms of Delivery	

Consignee Details

Particulars	Qty.	Unit	Rate	Amount
1. ICMF 8280CW M/C SL:NO:PWS41269	1.00	Nos	63234.28	63234.28
2. CANON LBP6030B SL/NO/NBKA106861, SL/NO/NBKA107738, SL/NO/NBKA107736 SL/NO/NBKA107721, SL/NO/NBKA107740, SL/NO/NBKA107728 SL/NO/NBKA107737, SL/NO/NBKA206005, SL/NO/NBKA206007 SL/NO/NBKA106967, SL/NO/NBKA107730, SL/NO/NBKA106875	12.00	Nos	7990.48	95885.76
3. CANON LBP 6300DN SL/NO/MFTA547953, MFTA547978, MFTA547943 SL/NO/MFTA547950, MFTA547949, MFTA547945 SL/NO/MFTA547944	7.00	Nos	29950.48	209653.3
4. CANON LBP5970 M/C SL:MAXA004153	1.00	Nos	228752.38	228752.3



ENTERED IN ...
REGISTER ON PAGE ...
MATERIAL PHYSICALLY
RECEIVED ON ...

Amount W/o Tax=595075.71, V.A.T @ 5.00%=29876.29, Rounded off (-)=0.07, BUY BACK OF OLD MACHINE=24500.00

CANON PRINTERS WITH BUY BACK OF OLD MACHINE

Rupees Six Lakh Twenty Four Thousand Nine Hundred Fifty Two only.

E.&O.E.

1. Payment should be preferably by a crossed A/C Payee only cheque in favour of AMAZING SYSTEMS & TECHNOLOGIES.
2. Receipt in our official receipt duly signed by our authorised officer will be considered valid.
3. All transactions are subject to Delhi Jurisdiction and also subject to terms as per agreement.
4. Interest @ 18% will be charged, if payment is not made on due date.

for AMAZING SYSTEMS & TECHNOLOGIES



V.A.T @ 5%
Rounded off (-)
BUY BACK OF OLD
MACHINE
Grand Total

59752.3
2987

Rs. 62491

Exam 2nd floor

Canon LBP 6300dn
S/N - MFTA 547953

(1)

Exam 1st floor

Hp Laserjet p4015n
S/N - CNFY890271

(2)

(1) MFTA 547953 - page - 329

Poc - 455

DT - 29/12/15

value - 31448

Bill - 145

(2) CNFY890271

C-367

@ 86688 each

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