

Institute of Company Secretaries of India

Sub: Release of Rs. 36,045/- (Rupees Thirty Six Thousand Forty Five Only) to M/s ZVC India Private Limited. For 2 Zoom One Pro, Cloud recording 200GB , 7 Room Connector the period of Apr 30, 2025 to May 29, 2025 vide invoice no. INV303534438 dated Apr 30, 2025.

Part A : Name of the Directorate: Information Technology		
1.	Details of work done/service received for which the release of payment is recommended	For 2 Zoom One Pro, Cloud recording 200GB, 7 Room Connector the period of Apr 30, 2025 to May 29, 2025.
s2.	Details of the Allocated Budget 2025-26	(Rs.)
(a)	Name of the Budgetary Head	Software Systems (incl Anti Virus) / Licences
(b)	Total Budget available for the Year	₹ 14,000,000/-
(c)	Less: Amount utilised (Prior to the instant proposal)	₹ 30,326/-
(d)	Balance available	₹ 13,969,674/-
(e)	Expenditure as per the instant proposal	₹ 36,045/-
(f)	Net balance available (after the instant proposal)	₹ 13,933,629/-
3. Details of Approval of the Competent Authority(as per DOP[F])		
(a)	<div style="border: 1px solid black; padding: 2px;">(i) Whether the Competent Authority has approved the Purchase Order / Work Order / Engagement?</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">a. Purchases</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">EC / Committee concerned / Secretary / CE /</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">JS(SG) / JS / HOD / D of Purchase Deptt.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">b. Advertisement</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Secretary / CE / HOD of Dte. of Corporate Communication</div>	Yes / No
(b)	<div style="border: 1px solid black; padding: 2px;">(i) Whether the Competent Authority has approved release of payment under the instant proposal?</div> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">(ii) Recommendation to F&A to release payment () lakh for purchases, after approval for purchase</div> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">CE / JS(SG) / JS / HOD / (D) of Directorate which placed the PO</div>	Yes / No
4.	Certification of supplies / services	
	Whether supplies / services have been received satisfactorily as per the terms of the Purchase Order / Work Order?	Yes / No
5.	If this is an advance payment, (i) Whether the advance paid earlier to the party has been fully utilised? (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? (iii) Is this advance payment required under the terms of the Purchase Order / Work Order? (iv) Name of the official responsible for settlement of advance (v) Date by which advance will be settled (not exceeding 30 days)	Yes Yes / No Yes / No Yes / No ----- -----

6.	Recommendation for release of payment	
(a)	Whether recommended for release of payment	Yes / No.
(b)	Gross Amount recommended for payment (₹)	Rs. 36,045/- (Rupees Thirty Six Thousand Forty Five Only)
(c)	Discount Amount, if applicable()	
(d)	Net Amount recommended for payment(₹)	Rs. 36,045/- (Rupees Thirty Six Thousand Forty Five Only)

Dealing Official P(HK)

JD(PKV)

JS(AKR)

Part B : Directorate of Purchase

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

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

Prepared by	Checked by	APPROVAL
Dealing Official	EXECUTIVE / AEO / EO	HOD(F&A)
	AD DD JD	Joint Secretary (F&A)
		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

Invoice Date: Apr 30, 2025

Invoice #: INV303534438

Payment Terms: Net 30

Due Date: May 30, 2025

Account Number: 7031808526

Currency: INR

Account Information: The Institute of Company Secretaries of India

Account Legal Name: INSTITUTE OF COMPANY SECRETARIES OF INDIA

Consignee (Place of supply):

Praveen Kumar Veyikandla
22, Icsi House, Lodhi Rd., Institutional Area,,
New Delhi, Delhi 110003 (State Code: 7) India
08860118075
praveen.kumar@icsi.edu

Name of Recipient (Billed to):

Praveen Kumar Veyikandla
22, Icsi House, Lodhi Rd., Institutional Area,,
New Delhi, Delhi 110003 (State Code: 7) India
08860118075
praveen.kumar@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: PO 6249

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 200 GB - overage fee				
Quantity: 132 Unit Price: INR0.0000 HSN of Goods/Services: 998424	Mar 30, 2025 - Apr 29, 2025	INR0.00	INR0.00	INR0.00
Charge Name: Room Connector Monthly	Apr 30, 2025 - May 29, 2025	INR26,187.00	INR4,713.66	INR30,900.66

Quantity: 7 Unit Price: INR3,741.00 HSN of Goods/Services: 998424				
Charge Name: Zoom Workplace Pro Monthly Quantity: 2 Unit Price: INR1,105.00 HSN of Goods/Services: 998424	Apr 30, 2025 - May 29, 2025	INR2,210.00	INR397.80	INR2,607.80
Charge Name: Cloud Recording 200 GB Quantity: 1 Unit Price: INR2,150.00 HSN of Goods/Services: 998424	Apr 30, 2025 - May 29, 2025	INR2,150.00	INR387.00	INR2,537.00
			Taxable Value	INR30,547.00
			Total (Including Taxes, Fees & Surcharges)	INR36,045.46
			Invoice Balance	INR36,045.46

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Workplace Pro Monthly	IGST (Communications) 18.000%	Federal	INR2,210.00	INR397.80
Room Connector Monthly	IGST (Communications) 18.000%	Federal	INR26,187.00	INR4,713.66
Cloud Recording 200 GB	IGST (Communications) 18.000%	Federal	INR2,150.00	INR387.00
Cloud Recording 200 GB - overage fee	IGST (Communications) 18.000%	Federal	INR0.00	INR0.00
Total of Taxes, Fees & Surcharges				INR5,498.46



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

P.O. No 6249

PURCHASE ORDER

Ref No 6249/ 2024-25

Date 16-SEP-24

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

1. ICSI PO 6144/2023-24 dt 26.09.2023
2. Vendors order No – Q2786729 dt nil.

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	Renewal of Subscription of two (2) no. Zoom Pro Plan License for one year (A/c No - 7031808526) for HQ meetings w e f 30th September, 2024. It includes: Standard Pro License, Room Connector, Cloud Recording as per the quantity(s) given at Annexure 'A'	Yearly	1	366564.00					IGST @18% - HQ	65982	Terms and Conditions at Annexure "A"
		Item Grand Total		366564.00	Tax Grand Tol		65982.00				
Total	Rupees Four Lakh Thirty-Two Thousand Five Hundred Forty-Six only			Rs: 432546.00							

For The Institute of Company Secretaries of India

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

A. K. SRIVASTAVA
Joint Secretary

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

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

Master Copy

Authorised Signatory

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

TERMS & CONDITIONS**1. The plan includes the following:**

Sr. No.	Plan	BILLING	Quantity	UNIT RATE	Monthly Cost (Rs.)
1	Pro	Monthly	2	1,105.00	2,210.00
2	Room Connector	Monthly	7	3,741.00	26,187.00
3	Cloud Recording	Monthly	200 GB	2,150.00	2,150.00
Total					30,547.00
GST @18%					5,498.46
Total (including GST)					36,045.46
Grand Total (including GST)					4,32,545.52

2. Duration: For a period of one year w.e.f September 30, 2024 to September 29, 2025.

3. Payment: The ICSI will make a monthly payment of Rs. 36045.46/- (30,547/-+ GST @18%) 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.

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[Signature]

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. $\frac{1}{2}$ 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.

