



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)

C- 820

ICSI GST Number: 09AAATT1103F2ZX

PURCHASE ORDER

Ref No 820/ 2024-25

Date 28 JUN 24

M/s Bharat IT Services Ltd.
C-10, SECTOR 65
NOIDA-201301

Vendor's Quotation Reference
Dated 12/12/2023
Requisition Detail: Tender no ICSI/ Laptops and
Desktop/2022-23/83 dated November 28,2023

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	UOM	Qty	Total Amount (in Rs)	CGST Rate	CGST Amt	SGST Rate	SGST Amt	IGST Rate	IGST Amt	Remark
1	(COMH000274) HP Pro Tower 280 (G9) Desktop Warranty: three years onsite comprehensive with OEM	Nos	65	3360500.00	CGST @ 10% - HQ	302445	SGST @ 9% - HQ	302445			Terms & Conditions as per the Tender no ICSI/ Laptops and Desktop/2022-23 /83 dated November 28, 2023 & Annexure "A"
	Item Grand Total			3360500.00	Tax Grand Tot		604890.00				
Total	Total (Rs.) Less: 65 nos. old desktops @ Rs. 2000/- (all inclusive) i.e., Rs. 1,30,000/- (Rupees Thirty-Eight Lakh Thirty-Five Thousand Three Hundred Ninety only)			Rs: 3965390.00 130000.00 3835390.00							

For The Institute of Company Secretaries of India

Delivery/Job completion Schedule

Mr Praveen Kumar Veyikandla

C-36, Sector 62, Noida

Latest by: 12/08/2024

Payment Terms: 90% against satisfactory completion of supply &
Installation of Desktops
10% against submission of Bank Guarantee

Vendor Copy

Authorised Signatory

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

9. Performance Security:

You are requested to submit the Performance Security Deposit of 5% of the total value of the contract value by way of crossed demand Draft drawn in favour of 'The Institute of Company Secretaries of India', payable at 'New Delhi' which will be refunded (without interest) after expiry of the contract. The performance security shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. You shall not be entitled to any claim or receive any interest on the amount of performance security/guarantee. In case, you opt to convert the EMD as part of the performance security, balance amount towards the performance security is to be submitted by you with the ICSI in the form of bank guarantee from a nationalized bank or through Demand Draft drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi, issued by any scheduled commercial bank immediately within seven (07) days of issue of work order. If, you fail to submit the performance security, the Institute may at its discretion cancel the work order or deduct the equivalent amount from your bill either against this contract or any other contract with the Institute, as the case may be.

Instructions to be followed while Submission of Challans/Invoice to the Institute

Please ensure that while supplying material, proper challan/invoice is submitted with correct Purchase Order number and date mentioned thereon.

Further, the Challan must have name, official seal and signature of the official receiving the delivery with date of receipt of material. Once material is delivered and acknowledgement is received by the vendor, one copy of receipted challan is to be submitted immediately to the Dte. of Purchase and one copy is to be enclosed with the invoice/bill.

This must be followed diligently and failing to comply will lead to rejection of the invoice. This is to facilitate to make payment processing faster.

ADVISORY

It is informed that in spite of clear instruction mentioned in the PO, vendors are not submitting the challan/invoice (or its copy) duly acknowledged by the concerned official of ICSI after delivery of material to the Purchase Department either in soft copy or hard copy immediately after the delivery of the material. Hence it is creating difficulties at the end of the Purchase Department to update the system in a systematic and fair manner. Henceforth, all vendors are advised to adhere to the aforementioned instruction in true letter and spirit. The delivery date of material will be considered as and when the challan/invoice is received in the Dte. of Purchase and the penalty for delay if any will be imposed based on the receipt date of the challan in the Purchase Department. It is also mentioned if the aforementioned instruction is not adhered by the vendors, Purchase Department will not be liable to process the payment of the vendors.

