

Institute of Company Secretaries of India

Sub: Release of Rs.35, 400/- (Rupees Thirty Five Thousand Four Hundred Only) to M/s SIG Systems Pvt. Ltd. for 15 nos Laptop on rental basis for 30 days @ 2000/- +18% GST w.e.f. 15.04.2025 TO 14.05.2025 for one month. The Invoice No. SIG/25-26/0076 dated 21-April-25.

Part A : Name of the Directorate : IT		
1.	Details of work done/service received for which the release of payment is recommended	The Invoice No. SIG/25-26/0076 dated 21-April-25.
2.	Details of the Allocated Budget	
(a)	Name of the Budgetary Head	Computers and peripherals
(b)	Total Budget available for the Year 2025-26	₹ 15,800,000/-
(c)	Less: Amount utilised (Prior to the instant proposal)	₹ 4,751,114/-
(d)	Balance available	₹ 11,048,886/-
(e)	Expenditure as per the instant proposal	35400/-
(f)	Net balance available (after the instant proposal)	₹ 11,013,486/-
3.	Details of Approval of the Competent Authority(as per DOP/F)	
(a)	(i) Whether the Competent Authority has approved the Purchase Order / Work Order / Engagement?	Yes / No
	a. Purchases	
	EC / Committee concerned / Secretary / CE /	
	JS(SG) / JS / HOD / D of Purchase Deptt.	
	b. Advertisement	
	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	
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,	NA
	(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)	-----

6.	Recommendation for release of payment	
(a)	Whether recommended for release of payment	Yes / No.
(b)	Gross Amount recommended for payment ()	Rs. 35,400/- (Rupees Thirty Five Thousand Four Hundred Only)
(c)	Discount Amount, if applicable()	
(d)	Net Amount recommended for payment()	Rs. 35,400/- (Rupees Thirty Five Thousand Four Hundred Only)

Dealing Official P(HK)

AD(VM)

JD(PKV)

JS(AKR)

Part B : Directorate of Purchase

1	(i) Whether the competent authority approved procurement of service / award of work? Yes / No (ii) Whether the user Department has recommended the payment? Yes / No (iii) Whether all the terms and conditions of the Purchase Order / Work Order have been complied with ? Yes / No. (If no, give details.....) (iv) Whether any penalty is to be deducted ? Yes / No. (If Yes, give amount...) (v) If payment is for Capital Asset, whether entered in Fixed Asset Register Yes / No.
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	(i) Is the proposed release approved under the budget? Yes / No (ii) Has the Head of the user Directorate recommended release of payment? Yes / No (iii) Has the Dte of Purchase recommended the release of payment ? Yes / No (iv) Whether approvals are as per DoP Yes / No	
2	(i) The amount to be released (ii) Less: TDS (iii) Less: any other (Please specify) (iv) The net amount to be released	_____ _____ _____ _____

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

e-Invoice

**SIG SYSTEMS PVT. LTD. (F.Y. 2025-26)**

Company's Bank Details
A/c Holder's Name : **SIG SYSTEMS PVT. LTD.**
Bank Name : **CANARA BANK**
A/c No. : **0387201008229**
Branch & IFS Code : **WAZIRPUR, DELHI-110052 & CNRB0000387**

for **SIG SYSTEMS PVT. LTD.** (F.Y. 2025-26)
NARESH KUMAR
GARG
GARG
Date: 2025-04-28
Authorized Signatory



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	Tax Grand Tot		5400.00					
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 Veyikandla

Vendor Copy

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.

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09/4/25