THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

SI. N	0			Date: 05-June-	-2025
From	: Dte. OF IT			To: Dte of PUR	RCHASE
1. Ple	ase arrange to supply us the following items as	per particul	ars 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.	Procurement of one IT Device for Secretary, ICSI.	NA	At Earliest	-	1(One)
2. J	ustification for the quantity requisitioned	, ,	Note Ref.	No: ICSI/IT/2025-26/1	114 dt 4/6/
3. 1	Name of the Budgetary Head to which		Com	puterization	
Т	ne amount is to be booked				
	udget provision as per the approved budget 202 mount utilized (prior to instant proposal)	5- 26	:		00,000/- 324,000/-
В	alance Available		:	₹ 36,6	676,000/-
Ν	xpenditure as per the instant proposal (Approx.) ET BALANCE AVAIALBLE pproval of the aforesaid procurement		:		50,000 /- 526,000/-
1. A	pproval of the competent authority attached or a	pproval is o	obtained on the Pure	chase Requisition.	
:	Signature of the Competent Authority		Signature	dath of the Departmenta	l Head
	P(HK)	AD(V	My 56/25	JD(R)	16/25



The Institute of Company Secretaries of India "ICSI House", 22 Institutional Area, Lodi Road New Defhi-110 003

0 4 JUN 2025

RECEIVED **FINANCE & ACCOUNTS**

Note Ref. No: ICSI/IT/2025-26/114

Name of Directorate: Information Technology

Secretary The ICSI To Through

Administrative approval for the procurement of one IT Device for Subject

Secretary, ICSI.

Budget Head Computerization

Nature of Approval : Administrative Approval

Required

Estimated Expenditure : Approx. ₹ 1.50 Lacs

SUMMARY A.

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.)	Purchase Policy
ICSI Guidelines	NA
Decisions of the Meeting of Council / Committees / Boards / Task Force.	NA
Any other	NA

Approval of the Purchase Committee (if applicable): NA 2.

3. Recommendations of the HoD:

It is recommended to accord approval for the procurement of one IT Device for Secretary, ICSI. 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 (IT)

(Praveen K. Veyikandla) Joint Director (IT)

(A.K. Rath)

Date: 4th June 2025

Joint Secretary (IT)

Received Date: 04/06/2025

Preliminary Review as per docur

Signature with date



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

Budget available under the head Computerization: ₹ 36,676,000/-

(Capital/Revenue) for FY 2025-26

Approved Computerization: ₹ 37,000,000/-

Signature

Date:

PSA: DIT Cap. Bud 3 02-06.2025.

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	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	NA	

DETAILED NOTE

There is a requirement to procure a laptop for the Secretary, the ICSI for official use.

In view of above, it is proposed to procure one Apple MacBook Air M4 device silver colour along with apple care pack of 3 years at a cost not exceeding Rs. 1,50,000/- (all inclusive). Specification and make & model of the device is enclosed.

Budget Consideration: There is sufficient budget allocated for the above requirement. The budget provision details are placed below:

Budget Head: Computerization

₹ 37,000,000/-Budget provision as per the approved budget 2025-26 ₹ 3,24,000/-Amount utilized (Prior to instant proposal) ₹ 36,676,000/-Balance available ₹ 1,50,000/-Expenditure as per the instant proposal approx. ₹ 36,526,000/-Net balance available

Payment will be made using the ICSI Credit Card through the Directorate of Administration to avail further applicable discounts, if any.

The procurement process will be executed by the Directorate of Purchase by following due purchase policy of the ICSI.

Submitted for consideration and approval please.

(Vandana Mohindroo)

(Prayeen K. Veyikandla) Assistant Director (IT)

(A.K. Rath) Joint Secretary (IT)

	Prod code	Description	Unit.Price	Qty	Dis Amt	GST%	GST Amt	Total
1	MC7X4HN/A	13-inch MacBook Air Apple M2 chip with 8-core CPU and 8-core GPU 16GB 256GB - Midnight	₹85,900.00	1	₹8,590.00	18%	₹11,793.00	₹77,310.0
2	MAY3HN/A	Apple care 3y	₹17,900.00	1	₹0.00	18%	₹2,730.00	₹17,900.0
3	MW123HN/A	13-inch MacBook Air Apple M4 chip with 10-core CPU and 8-core GPU 16GB 256GB SSD - Mid	₹99,900.00	1	₹4,995.00	18%	₹14,477.00	₹94,905.0
4	MW133HN/A	13-inch MacBook Air Apple M4 chip with 10-core CPU and 10-core GPU 16GB 512GB SSD - M	₹119,900.00	1	₹5,995.00	18%	₹16,775.00 <	₹113,905.
5	MAY3HN/A	Apple care 3y	₹19,900.00	1	₹0.00	18%	₹3,035.00 <	₹19,900.0
6	MW1L3HN/A	15-inch MacBook Air Apple M4 chip with 10-core CPU and 8-core GPU 16GB 256GB SSD - Mid	₹124,900.00	1	₹6,245.00	18%	₹18,099.00	₹118,655.
7	MW1M3HN/A	15-inch MacBook Air Apple M4 chip with 10-core CPU and 10-core GPU 16GB 512GB SSD - M	₹144,900.00	1	₹7,245.00	18%	₹20,998.00	₹137,655.
8	MAY3HN/A	Apple care 3y	₹21,900.00	1	₹0.00	18%	₹3,340.00	₹21,900.0



Note Ref. No: JCSI/IT/2025-26/114

Date: 4th June 2025

Name of Directorate:	Information	Technology	

То	:	Secretary, The ICSI
Through	:	***************************************
Subject	:	Administrative approval for the procurement of one IT Device for Secretary, ICSI.
Budget Head	:	Computerization
Nature of Approval Required	:	Administrative Approval
Estimated Expenditure	:	Approx. ₹ 1.50 Lacs

A. SUMMARY

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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 (IT) (Praveen K Veyikandla)
Joint Director (IT)

14/6/25

(A.K. Rath)
Joint Secretary (IT)



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

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The state of the state of	(Capital/ Revenue) for FY 2025-26		
	e di a	Signature of HOD (F&A)	-
	Approved Computerization: ₹37,000,000/-	Date:	

6. Documents enclosed:

No.	Document	(Yes/No)	Annexure No.
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×4	7	MAY3HN/A	Apple care 3y	₹17,900.00		€0.00	18%	\$2,730,00	₹17,900.00
13	~	MW123HN/A	MW123HN/A 13-inch MacBook Air Apple M4 chip with 10-core CPU and 8-core GPU 16GB 255GB SSD - Mid	₹99,900.00		\$4,995.00	18%	114,477.00	₹94,905.00
27.7	7	WW133HN/A	MW133HN/A 13-inch MacBook Air Apple M4 chip with 10-core CPU and 10-core GPU 16GB 512GB 55D-M	₹119,900.00		₹5,995.00	18%	- /	₹113,905.00
2°3	7	MAYBHNJA	Apple care 3y	₹19,900.00		€0.00	18%	/	\$19,900.00
, X1	9	MW1L3HN/A	MW1L3HN/A 15-inch MacBook Air Apple M4 chip with 10-core CPU and 8-core GPU 16GB 256GB SSD - Mid	₹124,900.00		₹6,245.00	18%		₹118,655.00
5,8	7	MW1M3HN/A	MWIM3HN/A 15-inch MacBook Air Apple N4 chip with 10-core CPU and 10-core GPU 16G8 512G8 550 - N4	₹144,900.00		₹7,245.00	18%	120,998.00	₹137,655.00
e . Romania Romania	∞	MAY3HN/A	Apple care 3y	₹21,900.00	~	₹0.00	18%	₹3,340.00	₹21,900.00
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