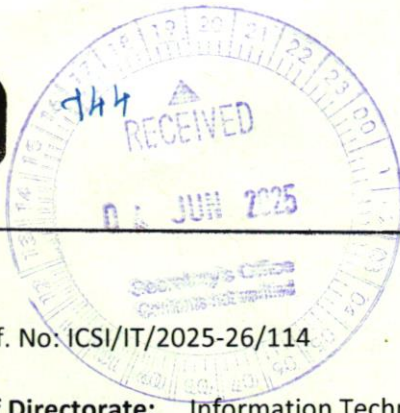


JD(PKV)



148/Revised
04.06.2025-2 (IA)

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

Date: 4th June 2025

Name of Directorate: Information Technology

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

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.)	Purchase Policy
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 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)
04/6/25

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

Received Date : 04/06/2025
Directorate of Internal Audit
Preliminary Review as per documents provided
Signature with date
04/06/25



: 2 :

5. **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 of HOD (F&A)

Date: 4/6/25

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)	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	

B. **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

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

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.

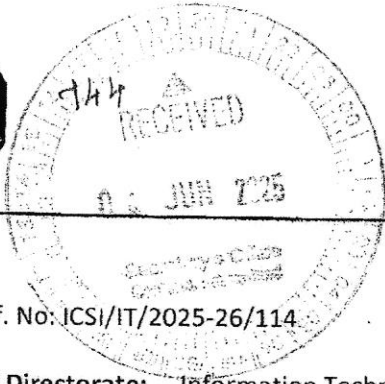
Submitted for consideration and approval please.

(Vandana Mohindroo)
Assistant Director (IT)

(Praveen K. Veyikandla)
Joint Director (IT)

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

S.no	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	₹77,310.00
2	MAY3HN/A	Apple care 3y	₹17,900.00	1	₹0.00	18%	₹2,730.00	₹17,900.00
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	₹94,905.00
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	₹113,905.00
5	MAY3HN/A	Apple care 3y	₹19,900.00	1	₹0.00	18%	₹3,035.00	₹19,900.00
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	₹118,655.00
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	₹137,655.00
8	MAY3HN/A	Apple care 3y	₹21,900.00	1	₹0.00	18%	₹3,340.00	₹21,900.00



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

Date: 4th June 2025

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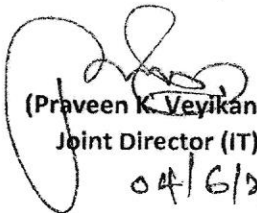
3. Recommendations of the HoD:


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Remarks with justification: Mentioned in the detailed note.

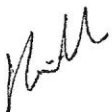
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(Vandana Mohindroo)
Assistant Director (IT)


(Praveen K. Veyikandla)
Joint Director (IT)
04/6/25


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





: 2 :

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6. **Documents enclosed:**

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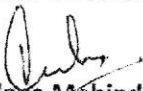
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(Vandana Mohindroo)
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04/6/25

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