

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 09-04-2025

From: Dte. OF IT

To: Dte of PURCHASE

1. Please arrange to supply us the following items as per particulars 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.	<u>Approval for taking 15 Laptops on rental basis for 30days @₹2000/- + taxes per Laptop for work of eCSIN & Membership address reconciliation Project.</u> <u>Please release the purchase order by 11.04.2025 & Delivery should be on 15.04.2025.</u>	NA	At Earliest	-	15(Fifteen)

2. Justification for the quantity requisitioned

Approval of the competent authority vide Note Ref No:-
eCSIN & Membership address reconciliation project:
2025 dated 07-04-2025 is attached.

3. Name of the Budgetary Head to which

Computers and peripherals

The amount is to be booked

Budget provision as per the approved budget 2025- 26

: ₹ 15,800,000/-

Amount utilized (prior to instant proposal)

: 0/-

Balance Available

: ₹ 15,800,000/-

Expenditure as per the instant proposal (Approx.)

: ₹ 36,000/-

NET BALANCE AVAILBLE

: ₹ 15,764,000/-

approval of the aforesaid procurement

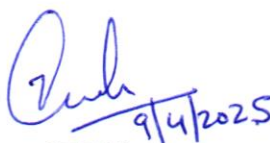
4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority

Signature of the Departmental Head



P(HK)



AD(VM)



JD(PKV)



Received Date: 08/04/25
Directorate of Internal Audit
Preliminary Review as per documents provided
Date: 08/04/25

Note Ref No: eCSIN & Membership address reconciliation project: 2025 Date: 07.04.2025

Name of Directorate : Directorate of Membership
To : Joint Secretary (Membership)
Through : -
Subject : Approval for taking 15 Laptops on rental basis for upto 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project

Budget Head : Computer & Peripherals

Nature of Approval Required : Administrative Approval

Estimated Expenditure : ₹ 30,000 + Taxes = Rs. 36,000/- (Approx.)

A. SUMMARY

1. Approval required as per (fill as applicable):

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	DOFP-11 (b) (a)
Policy Reference (Purchase/ Infra/ IT etc)	N.A.
ICSI Guidelines	N.A.
Decisions of the Meeting of Council/Committees/Boards/Task Force	As discussed by the concerned HoDs with the Secretary, ICSI
Any other	N.A.

2. Approval of the Purchase Committee (if applicable) Yes/No (If yes, please attach)

3. Recommendations of the DD:

To accord approval for taking 15 Laptops on rental basis for up to 30days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.

Remarks with Justification: As discussed by the concerned HoDs with the Secretary, ICSI.

4. Declaration by Deputy Director

I have checked the contents and enclosures provided in the note and declare that the information provided are correct as per my knowledge and belief.

(Vanitha Dhanesh)
Assistant Director

(Chenna Kesava Chebrolu)
Deputy Director



: 2 :

5. Financial Concurrence if applicable [to be filled by HOD (F&A)]: - Not Required

Budget available under the head: <i>Computer & Peripherals</i> Computerization: Rs. <u>1,58,00,000/-</u> (Capital/Revenue) for FY 2025-26 Approved <i>budget</i> Computerization: Rs. <u>1,58,00,000/-</u>	Signature of HOD (F&A): <i>[Signature]</i> Date: <u>27/11/25</u>
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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	No	
(iv)	Bills and vouchers	No	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	No	
(vi)	Relevant decisions of the Council/EC/FC (if any)	No	
(vi)	Any other documents/enclosures (emails dt.4.4.25 exchanged between Dte. of IT and Dte. of Membership and Purchase Order dt.14.10.2024)	Yes	I & II

7. DETAILED NOTE

As discussed by the concerned HoDs with the Secretary, ICSI.

To accord approval for taking 15 Laptops on rental basis for up to 30 days @ ₹ 2000/- + taxes per Laptop for 15-30 days (rental remain same for 15 days to 30 days) for work of eCSIN & Membership address reconciliation Project.

Submitted the above please.

[Signature]
(Vanitha Dhanesh)
Assistant Director

[Signature]
(Chenna Kesava Chebrolu)
Deputy Director

From: A K Rath <asit.rath@icsi.edu>
Sent: 04 April 2025 14:02
To: Dr Rajesh Kumar Agrawal <Rajesh.Agrawal@icsi.edu>
Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: FW: Quote for 15 laptops for 15 days

JS(RKG)

This has reference to the Laptops / Desktops requirement for 15 staff to work on ECSIN & Membership address updation work.

Please find below the laptop rental rate for taking approval from the Secretary.

Regards

A.K. Rath

From: Nimisha Berjawal <nimisha.sigsystems@gmail.com>
Sent: 04 April 2025 13:55
To: Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Avani Naresh (SIG-I.T Rental) <avani@sigsystems.com>
Cc: A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: Re: Quote for 15 laptops for 15 days

Dear Vandana Ma'am,

Please ignore the email sent earlier.

As discussed with my senior, the rental rate will remain the same at Rs.2,000 + tax per laptop for 15- 30 days.

Let me know if you need any further clarification.

Thanks & Regards
Nimisha
Sig Systems Pvt Ltd

On Fri, 4 Apr, 2025, 1:36 pm Nimisha Berjawal, <nimisha.sigsystems@gmail.com> wrote:
Dear Vandana Ma'am,

As discussed, Our standard short-term rental rate is Rs.500 + taxes per laptop per day. However, since you are our valued customer, we had offered you a rental rate of Rs.2,000 + taxes per laptop for 15 days, which remains the same for a 1-month rental as well.

As a final quotation, we are providing you a revised price of Rs.1,800 + tax per laptop for 15 days or 1 month.

Please confirm so we can proceed with the necessary arrangements. Let me know if you have any questions.

Thanks & Regards
Nimisha
Sig Systems Pvt Ltd
8130107675

On Fri, 4 Apr, 2025, 12:38 pm Vandana Mohindroo, <Vandana.Mohindroo@icsi.edu> wrote:
Dear Nimisha Ma'am,

Further to our phone conversation, it is requested to kindly provide the negotiated rates for the rental of 15 laptops for a duration of 15 days.

Thanks and Regards,

Directorate of Information Technology

From: Nimisha Berjawal <nimisha.sigsystems@gmail.com>
Sent: 4 April, 2025 11:20 AM
To: Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>
Cc: A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>;
Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: Re: Quote for 15 laptops for 15 days

Dear Vandana Ma'am,

As discussed, I am sharing with you price of laptop on rent.

Dell/Hp/Lenovo
I5 processor
16 Gb Ram
256/512 Gb SSD
14" Screen
Adapter

Carry bag

Rental rate will be Rs.2000 + Gst per laptop for 15-30 Days.

Please confirm so that we will proceed it further.

Thanks & Regards
Nimisha
Sig Systems Pvt Ltd
8130107675

On Fri, 4 Apr, 2025, 10:42 am Vandana Mohindroo, <Vandana.Mohindroo@icsi.edu> wrote:
Updated

M/s SIG SYSTEMS PVT LTD
M- +91 8130107675

Ma'am,

As discussed during our phone conversation, it is reiterated that we require 15 laptops for a period of 15 days only.

Accordingly, it is requested to submit your quotation for 15 days only on the basis of previous work order issued to you, as attached.

Thanks and Regards,

Directorate of Information Technology

P.O. No **9899**

THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under the Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI GST Number : 09AAATT1103F2ZX

PURCHASE ORDERRef No **9899/ 2024-25**Date **14-OCT-24**

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
PO-9830 dated 17.11.2023
Requisition Detail: dated October 03,2024

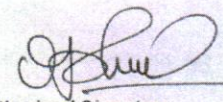
We are pleased to place an order on you for the following material or other services as detailed below. Subject to the conditions on the reverse

S No	DESCRIPTION	Unit of Measure	Qty	Total Amount (in Rs)	CGST Rate	CGST Amt	SGST Rate	SGST Amt	IGST Rate	IGST Amt	Remark
1	Laptops on rental basis for a period of one year w.e.f. September 14,2024	Each	3	72504.00					IGST @18% - HQ	13051	Terms & Conditions at Annexure
	Item Grand Total			72504.00	Tax Grand Tot		13051.00				
Total	Rupees Eighty-Five Thousand Five Hundred Fifty-Five only			Rs: 85555.00							

For The Institute of Company Secretaries of India

Contact Person: Praveen Kumar Veyikandia

Vendor Copy


 Authorised Signatory



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	2014	03	One Year	Rs 72,504.00 (2014*03*12)	Rs 13,051.00	Rs 85,555.00

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.

