

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM



Sl. No. \_\_\_\_\_

Date: 06-June-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.	Addition of one Rental laptop to the purchase order No: 9899/2024-25 dated 14-Oct-2024 issued to M/S SIG SYSTEMS PVT. LTD. for the use of MCA Consultant,	NA	At Earliest 	-	1(One) 

2. Justification for the quantity requisitioned

**Email Attached Date: 06/06/2025**  
As received from directorate of Corporate Law

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)	:	₹ 4,743,614 /-
Balance Available	:	₹ 11,056,386 /-
Expenditure as per the instant proposal (Approx.)	:	₹ 7500/-
NET BALANCE AVAILBLE	:	₹ 11,048,886 /-
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

  
P(HK)

Signature of the Departmental Head

  
AD(VM)

  
JD(PKV)  
06/6/25



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 **9899**

ICSI GST Number : 09AAATT1103F2ZX

**PURCHASE ORDER**

Ref 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 Veyikandla

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.





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**Re: Requirement of Internet Dongle**

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**From** Mrinal Madhur <Mrinal.Madhur@icsi.edu>

**Date** Fri 6/6/2025 12:39 PM

**To** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

**Cc** A K Rath <asit.rath@icsi.edu>; Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hemant Bhardwaj <ithelpdesk@icsi.edu>

1 attachment (2 MB)

14-10-2024 PO-9899 Laptop Rental SIG.pdf;

Dear Sir

The duration of requirement of the extra laptop is for the period of 01 year.

Also, you are requested to kindly extend the contract period of existing 3 laptops for another one year.

Regards,

Mrinal Madhur

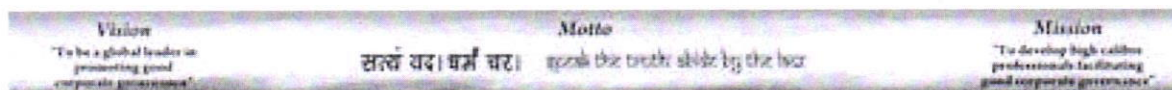
Directorate of Corporate Law

**The Institute of Company Secretaries of India**

**ICSI House, 22 Institutional Area,**

**Lodi Road, New Delhi - 110 003**

**Ph: 011- 4534 1034 Email: [mrinal.madhur@icsi.edu](mailto:mrinal.madhur@icsi.edu)**



[www.icsi.edu](http://www.icsi.edu)



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**From:** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

**Sent:** Friday, June 6, 2025 12:12 PM

**To:** Mrinal Madhur <Mrinal.Madhur@icsi.edu>

**Cc:** A K Rath <asit.rath@icsi.edu>; Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hemant Bhardwaj <ithelpdesk@icsi.edu>

**Subject:** Re: Requirement of Internet Dongle

Dear Sir,

With reference to the trail mail, It is informed that presently 3 laptops are taken on rent for officials seating at MCA. As per the purchase order issued to the laptop rental vender, validity period of the rented laptop till 13-september 2025.

So, it is requested to let us know the duration of requirement of the extra laptop so that we can request the Dte. Of Purchase to add one laptop on the existing purchase order.

Regards,  
Hrisikesh

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**From:** Mrinal Madhur <Mrinal.Madhur@icsi.edu>  
**Sent:** Thursday, June 5, 2025 6:15 PM  
**To:** Hemant Bhardwaj <ithelpdesk@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>  
**Cc:** A K Rath <asit.rath@icsi.edu>; Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>  
**Subject:** Re: Requirement of Internet Dongle

Dear IT Team

This is to inform you that there is no need of laptop for UAT testing as of now.

However, 01 laptop is required for one of our consultants at MCA until her contract ends.

Regards,  
Mrinal Madhur  
Directorate of Corporate Law  
**The Institute of Company Secretaries of India**  
**ICSI House, 22 Institutional Area,**  
**Lodi Road, New Delhi -110 003**  
**Ph: 011- 4534 1034 Email: [mrinal.madhur@icsi.edu](mailto:mrinal.madhur@icsi.edu)**



Connect with ICSI

[www.icsi.edu](http://www.icsi.edu)



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**From:** Mrinal Madhur <Mrinal.Madhur@icsi.edu>  
**Sent:** Thursday, June 5, 2025 11:02 AM  
**To:** Hemant Bhardwaj <ithelpdesk@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>  
**Cc:** Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>  
**Subject:** Re: Requirement of Internet Dongle

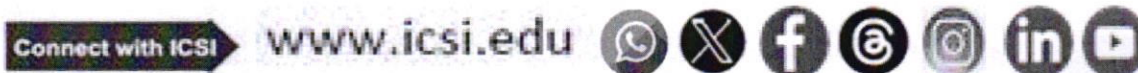
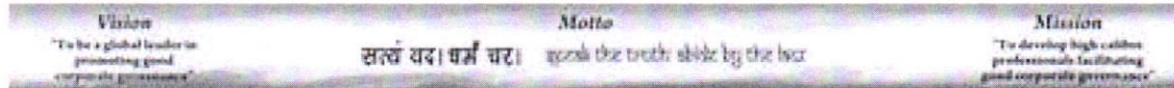
Dear IT Team

You are requested to kindly arrange to provide 01 laptop.

It is required from today to 14th June 2025, for UAT testing which is being conducted at MCA.



Regards,  
Mrinal Madhur  
Directorate of Corporate Law  
**The Institute of Company Secretaries of India**  
**ICSI House, 22 Institutional Area,**  
**Lodi Road, New Delhi - 110 003**  
**Ph: 011- 4534 1034 Email: [mrinal.madhur@icsi.edu](mailto:mrinal.madhur@icsi.edu)**

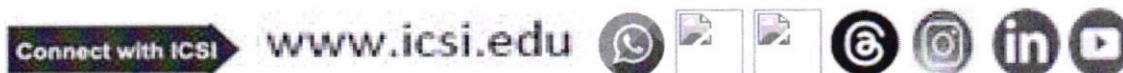
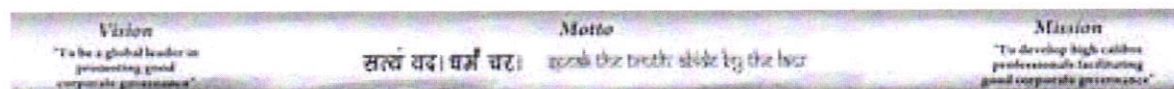


**From:** Mrinal Madhur  
**Sent:** Wednesday, June 4, 2025 11:13 AM  
**To:** Hemant Bhardwaj <ithelpdesk@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>  
**Cc:** Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>  
**Subject:** RE: Requirement of Internet Dongle

Dear Sir

As discussed, the dongle is required from 4<sup>th</sup> June to 14<sup>th</sup> June, 2025.

Regards,  
Mrinal Madhur  
Directorate of Corporate Law  
**The Institute of Company Secretaries of India**  
**ICSI House, 22 Institutional Area,**  
**Lodi Road, New Delhi - 110 003**  
**Ph: 011- 4534 1034 Email: [mrinal.madhur@icsi.edu](mailto:mrinal.madhur@icsi.edu)**



**From:** Mrinal Madhur  
**Sent:** 04 June 2025 10:55  
**To:** Hemant Bhardwaj <ithelpdesk@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>  
**Cc:** Deepa Khatri <Deepa.Khatri@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>  
**Subject:** Requirement of Internet Dongle

Dear IT Team

You are requested to kindly arrange to provide 01 dingle for internet connection.

It is required for UAT testing which is being conducted at MCA.

Regards,

Mrinal Madhur

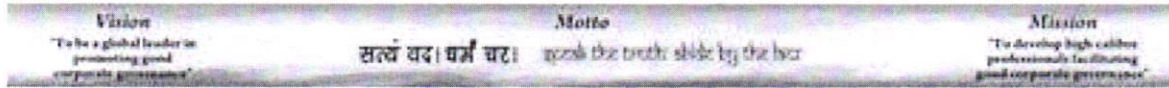
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**Ph: 011- 4534 1034 Email: [mrinal.madhur@icsi.edu](mailto:mrinal.madhur@icsi.edu)**



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