

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

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

Date: 28-May-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.	2 (two) Heavy Duty Printer (Wi-Fi enabled) for a period of 1 month (from 1st June, 2025 till 30th June, 2025). <i>for the usage of Dte of Examination</i>	NA	<del>At Earliest</del> <i>on urgent</i>	-	2(Two)

2. Justification for the quantity requisitioned

Email Attached *(dt 28.05.2025)*

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)

: ₹ 593,365/-

Balance Available

: ₹ 15,206,635/-

Expenditure as per the instant proposal (Approx.)

: ₹ 15000/-

NET BALANCE AVAILBLE

: ₹ 15,191,635/-

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)  
28/5/25



Outlook

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**Fw: Urgent Requirement of 2 Heavy duty printer**

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**From** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Date** Wed 28/05/2025 12:41**To** Braj Bhushan Kumar <it.clerk@icsi.edu>**Cc** A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

1 attachment (76 KB)

Amazing Systems Po No 9927 Printer Rental.pdf;

Please prepare a PRF


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**From:** A K Pahwa <ak.pahwa@icsi.edu> **Sent:** Wednesday, May 28, 2025 12:19 PM**To:** A K Rath <asit.rath@icsi.edu>**Cc:** Galipelly Hanumantharao Ramana <Galipelly.Ramana@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Mani Shankar Tiwari <mani.tiwari@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Subject:** Urgent Requirement of 2 Heavy duty printer

JS(AKR)

Through : JD(GHR)

We would like to inform that Examination work for CS Examination, June, 2025 has been started.

We require 2 (two) Heavy Duty Printer (Wi-Fi enabled) for a period of 1 month (from 1<sup>st</sup> June, 2025 to till 30<sup>th</sup> June, 2025). 

The details of the required printer is as under:-

  
**IR1643I****Product Code: IR17779178****Multi-function network device: copy, print, color scan. Speed: 43ppm Print, Copy, Scan Paper capacity**

Kindly arrange for the same at the earliest.

Regards,

Assistant Director  
Directorate of Examinations

5/28/25, 2:05 PM

Email - Braj Bhushan Kumar - Outlook

P.O. No **9927**
**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)
ICSI GST Number : **09AAATT1103F2ZX****PURCHASE ORDER**Ref No **9927/ 2024-25**Date **05-MAR-25**

M/s AMAZING SYSTECH PRIVATE LIMITED  
FLAT NO.-206A, GROUND FLOOR, JEEVAN  
NAGAR OPP. MAHARANI BAGH, ASHRAM  
NEW DELHI, SOUTH EAST DELHI -110014

Vendor's Quotation Reference \_  
PO-9913  
Requisition Detail: dated March 04,2025

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	Canon 01 nos. printer for two months on rental model IR1643I (Product Code: IR17779178) After Copy/prints - 10000 every month, @ 38 paise + 18% GST i.e., Rs. 0.45 per copy/prints will be paid @ Rs. 6000/- +18% GST per month	Each	1	12000.00					IGST @18% - HQ	2160	Terms & Conditions at Annexure
		Item Grand Total		<b>12000.00</b>						<b>2160.00</b>	
Total	Rupees Fourteen Thousand One Hundred Sixty only			Rs: <b>14160.00</b>							

For The Institute of Company Secretaries of India

Delivery/Job completion Schedule

Sh. Praveen Kumar Veyikandla

C-36, Sector, 62, Noida

Vendor Copy

  
**Authorised Signatory**

A. K. SRIVASTAVA

Joint Secretary

(Purchase, Store &amp; Administration)

The Institute of Company Secretaries of India

C-36, Sector-62, NOIDA-201309 (U.P.)

A. K. SRIVASTAVA

Joint Secretary

(Purchase, Store &amp; Administration)

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 printer	Period	Total charges payable for Printer (for two months)	GST@18%	Total
1	Rs. 6,000/-	01	Two months	Rs.12,000/- (6,000/-*01*02)	Rs.2,160/-	Rs.14,160/-

**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.