



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)

No: 24: ICSI/IT-CO/2024-25/CD-32

21st Oct 2024

Officer In-charge
Jammu Chapter of ICSI

Sub:- Procurement of IT Assets for Jammu Chapter of ICSI

Sir/Madam,

To strengthen the chapters' IT infrastructure and enable them to work effectively, the competent authority has accorded approval in principle for the procurement of the following IT devices for your Chapter. This decision is based on the existing IT infrastructure details and the requirements of the Chapter for new IT infrastructure or the replacement of obsolete devices, in accordance with IT guidelines.

1. **Procurement of 1 (One) Antivirus at a cost not exceeding Rs.2,000/-(Two Thousand Only).**
2. **Procurement of 1 (One) MS Office (academic version) at a cost not exceeding Rs.5,000/-(Five Thousand Only).**
3. **Procurement of 1 (One) Laptop at a cost not exceeding Rs. 65,000/-(Sixty Five Thousand Only).**

Please ensure that as per the approval of the competent authority, the procurement process for the above-mentioned approved IT items is to be completed by **31st December, 2024** at your end. The amount may be reimbursed to the Chapter of ICSI by HQ on actual basis within the approved amount.

It is requested to strictly adhere to the purchase policy of ICSI while purchasing the items. Kindly ensure the safety and security of the aforesaid items in the **Jammu Chapter** of ICSI.

Jammu Chapter of ICSI may make necessary entries in the Assets Register and send a certificate giving details indicating the Sl. No., Date of Purchase, Name of the Vendor, Particulars of the Bill/Invoice No., specifications of the material supplied, and the expenditure incurred for the procurement of the requisite assets.

Please ensure that all the accessories, hardware / software are as per the specifications given in the proposal. You may send a certificate to the effect that the company has installed the IT hardware/ software and other accessories satisfactorily and is working properly along with serial key of the asset/s.

In addition to the above, also adhere Capital expenditure guidelines for regional councils and chapters as placed below:

- a) No capital expenditure is to be incurred unless it is budgeted and approved.
- b) Normal purchase procedures such as inviting competitive quotations, availability of DGS&D rate contracts, comparative statement of quotations, etc. are to be followed.
- c) Capital items required for smooth and efficient working at the Regional Councils/Chapters are to be acquired out of their own resources, as far as possible.
- d) Requests for IT RELATED CAPITAL ITEMS, if required from the resources of Headquarters, may be sent with justification to Headquarters with a copy to the respective Regional Director for information. Items under this category are to be acquired only with prior written sanction from the Headquarters and after complying with the purchase procedure as mentioned.

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु। तदा भवति। शान्तिः।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Connect with ICSI

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e) Register of Fixed Assets to be maintained properly containing the columns given below. Items of different nature/kind should be entered on separate pages

1. S.No.
2. Brief description of the item
3. Name/address of the Suppliers
4. Bill No. and Date
5. Amount
6. Date of payment
7. Quantity acquired
8. Quantity written off or disposed
9. Balance Quantity
10. Remarks (whether acquired by the Regional Council/Chapter or provided by Headquarters.

(f) Separate Registers to be maintained (i) for assets purchased out of own funds and (ii) for those provided By the Headquarters

Please note that while seeking the replacement of the old and obsolete IT assets with new one, you are requested to take necessary action for disposal of the old IT Assets after following due procedure and as per applicable clause of DoFP. Further, you are advised to update your books of accounts & Fixed Assets Register with a suitable note against such item under 'Remarks' column before submitting the claim for reimbursement of procurement cost of the new IT asset to HQ.

While submitting the claim for reimbursement, you are advised to submit the following documents:

1. Quotations for new items received from the vendors along with commercial comparative.
2. Approval of the Competent Authority to issue PO for the new item to the vendor.
3. PO issued to the vendor.
4. Installation Report for the new items.
5. Invoice from the vendor for the new items procured.
6. Document related to payment made to the vendor.
7. Updated copy of asset register showing the entry of the new items.
8. Quotations for the sale of items to dispose of along with commercial comparative.
9. Approval of the Competent Authority to sell / dispose of the old/obsolete items to the selected vendor.
10. Copy of Receipt of amount against the sold / disposed of items.
11. Updated copy of asset register showing the removal of disposed of assets with a suitable note against such item under Remarks column.

Note: Serial numbers 8 to 11 are applicable in case of request for procurement was submitted against replacement of the old assets.



(A K Rath)
Joint Secretary (IT)

Encl: as stated

Cc: JS (AKS) / D (SP) / RD (NIRO)

Laptop : Rs. 65,000/- For ROs, CCGRTs & Chapters;

S/N	Technical Specifications of Laptop to be procured for ROs / CCGRTs / Chapters offices of ICSI
1	Make & Model (preferably DELL / HP / Lenovo)
2	Computer with minimum 1 year onsite comprehensive warranty with OEM.
4	Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
5	OEM must have online system hardware diagnostics facility.
6	OEM must have facility to download updates of pre-installed software's, device drivers, and firmware on its website.
7	OEM must support recovery media creation through its website to reinstall the operating system when required and bring the computer back to its original factory condition as configured by the OEM.
8	Processor: Intel 12th generation Core i5 (4 core or above) or above.
9	Processor base Speed 2.2 GHz or above
11	Cache: 8 MB or above
13	Memory: 8GB expandable Up to 16 GB DDR4 (2400MHz Minimum)
14	Hard disk: 500GB HDD SATA
15	SSD: 256 GB
16	8x DVD+/-RW 9.5mm Optical Disk Drive Optional
17	Screen Size : 14 inch Minimum
20	Integrated Intel Ethernet LAN 10/100/1000 or Higher
22	Power Cord for 3-pin Adapter
24	Two USB 2.0 ports or above and One USB 3.0 ports or above
28	Wireless LAN: Yes, Web Camera: Yes, Audio: In and Out, One HDMI port, 1 VGA(Optional)
29	Operating System: Windows 10 Pro (Includes free upgrade to Windows 11 Pro), English 64 –bit
30	Compliance: ENERGY STAR 6.0, EPEAT Registered