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21 JAN 2025

ICSI - RANCHI  
OFFICE

Ref. Purchase/Ranchi/2024  
2024From: Ranchi

Date: 30. Dec  
To: JS (IT)

Sir,

**Sub.: Reimbursement for Capital Items procured by Ranchi Chapter of ICSI**

This is in reference to the letter No.24:ICSI/IT-CO/2024-25/CD-60 Dated 21.10.2024 and in this connection we would like to inform you that the Capital Items Desktop, Laptop, MS Office, Antivirus & Projector with Screen as approved has been purchased from the vendor namely 'KSHITIZ INFRA', Ranchi on 06.12.2024 here at Ranchi Chapter of EIRC of ICSI as per purchase policy of the Institute and the same has been entered in Fixed Asset Register being maintained by the chapter as per the direction and guidance of HQ.

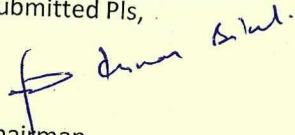
**Capital items purchased as per detail below:**

SL. NO.	ITEM	QUANTITY PROCURED	COST	TAX AMOUNT	RATES OF GST	GROSS AMOUNT
1.	DESKTOP	01	54,889.83	9,880.16	18%	64,769.99
2	LAPTOP	01	54,822.03	9,867.96	18%	64,689.99
3	MS OFFICE	02	8,372.88	1,507.11	18%	9,879.99
4	ANTIVIRUS	02	3,330.51	5,99.49	18%	3,930.00
5	PROJECTOR	01	58,492.19	16,377.82	28%	74,870.01
	TOTAL		1,79,907.44	38,232.54		218,139.98

For your information and record.

We will be obliged if you approve the bill and reimburse the incurred amount Rs. 2,18,140/- (Two Lakhs Eighteen Thousand One Hundred & forty only) in chapter's account.

Submitted Pls,

  
Chairman

Encl.:-

1. Original Retail Invoice (bill) of the vendor
2. Photocopy of the Fixed Asset Register
3. Quotation received from 03 vendors
4. Comparative statement of the quotations along with its approval from Managing Committee
5. Purchase order submitted to L1 vendor
6. Installation Report
7. Approval of Management Committee
8. Sanction Order

SUBJECT TO RANCHI JURISDICTION  
This is a Computer Generated Invoice