



Ref. No. 1467/20-23  
Date 28/8/23  
Secretary's Office

Received Date: 30/8/23  
Directorate of Internal Audit  
Preliminary Review as per documents Provided  
Signature with date 28/8/23

### COVER SHEET

Note Ref No: ICSI/IT/2023-24/14

Date: 25<sup>th</sup> August 2023

Name of Directorate: IT

To : Secretary, ICSI

Through : -----

Subject : Renewal of Arcserve UDP Premium Edition backup software for 3 years

Budget Head : Software Systems (incl Anti Virus) / Licences

Estimated Expenditure : ₹ 23,30,297/-

1. Description/background:  
(Enclose Note Ref No: ICSI/IT/2023-24/14) dated 25<sup>th</sup> August 2023
2. Approval/Administrative Approval required as per (fill as applicable):

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.e
Policy Reference (Purchase/ Infra/ IT etc)	NA
ICSI Guidelines	N.A
Decisions of the Meeting of Council/Committees/Boards/Task Force.	Approved on 64 <sup>th</sup> IT Committee meeting dated 22-08-2023
Any other	

3. Approval of the Purchase Committee (if applicable) (Yes / No) : N.A

4. Recommendations of the HoD: (Please ✓ the appropriate column)

Recommended

Remarks with justification

Enclose Note Ref No: ICSI/IT/2023-24/14 dated 25<sup>th</sup> August 2023

5. Declaration by HoD

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.

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
C-36, Sector-62, Noida-201309 (U.P.)  
29 AUG 2023  
RECEIVED  
FINANCE & ACCOUNTS

Signature of HOD with date :  
(Name, Designation and Directorate)

Document Prepared by : DD(PKV)

P(HK)

6. Financial Concurrence if applicable [to be filled by HOD (F&A)]:

Budget available under the head : ₹ 91,52,474/-

(Capital/Revenue) for FY 2023-2024 for ₹ 1,25,00,000/-

Signature of HOD (F&A)

Date : 28-08-2023



7. Documents enclosed:

No.	Document	(Yes/No)	Annexure No.
(i)	Copies of previous approvals (if any)	NA	
(ii)	Copies of previous work order (if any)	Yes	B
(iii)	In case of renewal of contract please mention date and period of previous renewals	22-01-2021 To 21 -01-2024	
(iv)	Bills and vouchers	N.A	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	N.A	
(vi)	Relevant decisions of the Council/EC/FC (if any)	N.A	
(vi)	Any other documents/enclosures	Yes	A





D (AKG)

**SUB: Renewal of Arcserve UDP Premium Edition backup software for 3 years.**

Subscription of Arcserve UDP Premium Edition software will be expired on 21<sup>st</sup> January 2024. Mentioned software is used for taking image and file level data backup of the production servers in the tapes. It is also used for restoration of data backup to the servers from tapes. The Institute had previously procured subscription of this software to take backup and restore 10 TB data in compressed mode for 3 years support with OEM at a cost of approx. Rs.30 lakhs inclusive of all taxes. This is a mandatory requirement for the Data Centre to ensure that the daily backup of data occurs and the same is restored as per requirement. Further, since the Institute doesn't have a DR site at this moment, its importance is supreme.

Since the license and support contract for this software is going to expire soon, Dte of IT sought the quotation from OEM for renewal of license and extended service support for Three (3) years for the aforesaid software. As per the proposal received from the OEM, the cost is approx. Rs. 23,30,297/- (Rs. 19,74,828/- + 18% GST) for 3 years. However, OEM has informed that they don't sell it directly and it could be done through their channel partners.

Further, above mentioned matter was placed before 64<sup>th</sup> IT committee meeting dated 22<sup>nd</sup> August 2023. The Committee considered and accorded its approval.

Keeping in view the above, Dte of IT recommends renewal of the above-mentioned backup software for a period of 3 years before the expiry of its subscription. Approximate financial implication for the said proposal would be Rs. 23,30,297/- (Rs. 19,74,828/- + 18% GST) for 3 years. The budget provision in the prescribed format for this proposal is placed below:

Name of the Budgetary Main Head:	Software Systems (incl Anti Virus) / Licences
Budget provision as per the proposed budget 2023 – 24	: ₹ 1,25,00,000/-
Amount utilised (Prior to instant proposal)	: ₹ 33,47,526/-
Balance available	: ₹ 91,52,474/-
Expenditure as per the instant proposal	: ₹ 23,30,297/-
Net balance available	: ₹ 68,22,177/-

Purchase Cell is requested to do the needful in advance without fail.

*Handwritten signature*  
25-08-2023  
P(HK)

*Handwritten signature*  
DD(PKV)  
25/8/23

*Handwritten signature*  
28/8/23  
JS(AKR)

Directorate of Finance and Accounts is requested to provide financial concurrence on the said proposal.

D(SP)  
(F&A)

Secretary may kindly accord administrative approval for this proposal.

SECRETARY