



No:-

**ENQUIRY**

Date:-20/11/2010

To,

Quotations are invited for engaging the 'Services of Chartered Accountancy Firm' capable of rendering the following services for the period January 2011 to March 2012. The last date & time of receipt of quotations is 3pm on 6/12/2010. Quotations will be opened on 6/12/2010 at 4pm.

Quotation may be submitted in the following format:-

Services Required ( For F.Y 2010-11 and 2011-12)	Per Month charges (For F.Y 2010-11) (All Inclusive)	Per Month charges (For F.Y 2011-12) (All Inclusive)
1. To develop/Compose programme in ERP Tally 9 in such a way that all requirements of IIT Mandi & of HRD Ministry as to preparation of financial statements are fulfilled.(ERP Tally will be installed by IIT at its cost.)		
2.Complete data feeding &preperation of all accounts of IIT Mandi including various departments, Hostels, Payroll, Fixed assets register, etc.		
3.Preparation of Balance Sheet & other financial statements and Audit of Accounts as required by the MHRD.		
4.Co-ordinating with AG auditors including replies/explanation as to audit paras.		

**Other terms & conditions:**

1. The Chartered Accountancy Firm should have experience in preparation of accounts of Central Government educational institutes like IITs, IIMs, NITs etc. and/or Central Government undertakings (other than Banks) as Auditor for at least five years.
2. The firm should be empanelled with CAG of India
3. The account & audit staff of the firm to be stationed at Mandi to attend to these above mentioned works at IIT Mandi on a day to day basis.
4. The person to be deputed by the firm should be qualified, experienced and well versed with the Central Government Rules & regulations particularly applicable to autonomous bodies.

5. Detailed bio-data along with evidence of experience along with CAG empanelment and constitution certificate should be provided along with the quotation.
6. Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with documents, wherever possible.
7. The quotations shall be submitted to the undersigned in a sealed envelope duly marked "Quotation against enquiry no.--- dated---- due on ----" on the corner of the envelope.
8. Quotations received after closing date/time will not be considered.
9. The firms which have quoted earlier will have to resubmit their quotations afresh.
10. IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Yours Faithfully

(Registrar)