

INDIAN INSTITUTE OF TECHNOLOGY MANDI HIMACHAL PRADESH

No. IIT Mandi/RS-33/2011-12/3201

Dated : 21/09/2011

To

Subject : Notice for engagement of Chartered Accountancy Firm.

IIT Mandi invites quotations from experienced Chartered Accountants for rendering the following services for the year 2011-12. The last date and time for receipt of quotations is 3 PM on 10.10.2011. The quotations should be addressed to the Registrar, IIT Mandi, Mandav Hostel, Near Bus Stand, Mandi. Quotations will be opened on 10.10.2011 at 4 PM. The representative of the firm(s) may also be present at the time of opening of quotations if they so desire.

Quotations may be submitted on the following proforma:-

<u>Services required for the Financial Year 2011-12</u>	<u>Per month charges</u> <u>(All inclusive)</u>
1. Vouching of financial transactions and checking of proper classification thereof.	
2. Checking of Assets registers and allied records. .	
3. Preparation and certification of Balance sheet and other financial statements as per requirements of the MHRD.	
4. Co-ordination with the Auditors of the IA&AD in connection with points relating to Balance Sheet and replies thereto.	

Terms and conditions

- 1 The Chartered Accountancy Firm should have experience in preparation of accounts of Central Government Educational Institutions like IITs, IIMs, NITs etc., and/or central Government Undertakings (other than Banks) as Auditor for at least three years.
2. The Firm should be empanelled with Comptroller & Auditor General of India.
3. An employee of the Firm should be stationed at Mandi to attend to the

above mentioned works at IIT Mandi.

- 4 The persons 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 and CAG's empanelment and constitution certificate should accompany the quotation.
6. The quotations should bear full details and wherever possible, be duly supported by documents.
7. The quotations shall be submitted to the undersigned in a sealed envelope duly Marked "Quotation against Notice No.-----dated -----due on----" on the corner of the envelope.
8. Quotations received after closing date/time will not be considered.
9. The firms who 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.

Registrar