

F.No. IG/F&A/FRS/BRS/16-17

Date: 28th December, 2016

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Sub: Assignment of work related to Bank Reconciliation of IGNOU Fee Account

Sir/Madam,

Indira Gandhi National Open University (IGNOU), a Central University in Distance Education mode established by an Act of Parliament in 1985 invites bids under two bid system (technical & financial) from the Chartered Accountants for Bank Reconciliation work of its fees accounts maintained at Headquarters at New Delhi.

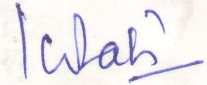
The fee for various programmes of the University are collected at its 56 Regional Centres spread all over the Country and deposited in their fee account in IDBI or in Indian Bank. The fee collected at Regional Centres is subsequently transferred through ECS in the Nodal Banks i.e. IDBI and Indian Bank at New Delhi. Fee is also collected online in the centralized Fee Account in Union Bank of India at New Delhi.

The approximate yearly receipts of IGNOU are Rs.400.00 crores and the number of approximate instruments processed/deposited is 80,000 at Hqrs level. The work involved for fee reconciliation of fee accounts of IDBI and Indian Bank is for the financial year 2015-16 & 2016-17 and of Union Bank of India is from Financial Year 2014-15. However, if required, the bidders may contact Fee Receipt Section (F&AD), IGNOU, New Delhi-110068 for pre-bid discussion for any clarification to assess the quantum of the work involved at 011-29571219 (office).

The technical and financial bids in the, proformas enclosed, should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated and at the second stage. Financial bids of only the technically qualified bidders will be opened for further evaluation and ranking before awarding the work.

Payment for the work done will be made on successful completion of the work and providing the necessary certificates on bank reconciliation work.

In case your firm is interested please submit your bids on or before 17.1.2017 by 3.00 PM in the manner explained above to the Deputy Registrar, Fee Receipt Section(Room No.13, Block 2), F&A Division, IGNOU, Maidan Garhi, New Delhi-110068. The bids will be opened on 17-1-2017 at 3.30 P.M., Block-7, Committee Room, IGNOU Campus, Maidan Garhi, New Delhi-110068.



(KAMAL DEV)

Deputy Registrar

वित्त एवं लेखा प्रभाग
Finance & Accounts Division

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय

Indira Gandhi National Open University

मैदान गढ़ी, नई दिल्ली - 110068, भारत | www.hindi.ignou.ac.in
Maidan Garhi, New Delhi - 110068, INDIA | www.ignou.ac.in

Technical Bid

1.	Name of the Firm	
2.	Permanent Address	
3.	Correspondence Address	
4.	Contact Nos/ e-mail add.	
5.	Regn. No. Issued by ICAI	
6.	Regn. No. issued by RBI	
7.	Service tax Regn. No.	
8.	C & AG Enrolment No.	
9.	Permanent A/c No. (PAN)	
10.	TIN No	
11.	Status of the Firm proprietorship/ partner ship	
12.	Three years professional experience with reputed Firms.	
13.	Turn over audited for last three F/Y	
14.	Audited balance sheet for last three Financial Years.	

Relevant supporting documents in support of the items mentioned at S.No. 5 to 14 above are enclosed.

Authorized signatory

Name and address of the firm with rubber stamp

Financial Bid

Name and address of the CA firm	
Purpose	Bank Reconciliation
Designated Banks	i) IDBI: ii) Indian Bank: iii) Union Bank:
Year of bank Reconciliation	
Rate for bank reconciliation work per bank/per year	IDBI: Indian Bank: Union Bank:

Authorized signatory

Name and address of the firm with rubber stamp