

DS/HM-01/09-2013



## INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Office of the Dean of Students' Affairs  
Kanpur-208016

### NOTICE

Indian Institute Technology, Kanpur invites sealed offer from reputed registered Firms/ Consultants/ Chartered Accountants for providing service at the front office of various Halls of Residence (hostels) of IIT Kanpur. The scope of the work of the hostels to be attended by the service provider is given in the attached sheet. The interested firms can submit their offer in their letter head quoting the service charges per month basis. If there are any other charges like service tax, statutory payment like EPF and ESI etc shall be shown separately. The period of offer is for an initial period of one year which can be extended further on mutual consent. The service provider is to sign an agreement before taking up the job at different hostels. Before commencement of the service the service provider is to submit a security deposit of Rs.1,00,000.00 as performance guarantee which shall be refunded after successfully completion of the contact period.

The sealed offer shall reach to Dean, Students' Affairs, IIT Kanpur-208016 on or before 14/10/2013 by 4.00 PM. Please write on the top of the envelope "Quotation for providing service at front office of Halls"

IIT Kanpur reserves the right to accept or reject in part or full offer without assigning any reason whatsoever.

Date: 27<sup>th</sup> September'2013

Encl: As above.

Dean  
Students' Affairs  
IIT Kanpur



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### SCOPE OF WORK REQUIRED TO BE DONE BY THE SERVICE PROVIDER

IIT Kanpur is a premier educational institute of the country having more than Six thousand students residing in 12 Halls of Residence (hostels). The administration of the hostel rests with the Wardens of hostel supported by Hall Executive Committee (HEC). The support services for the management of the front office of the hostels shall be provided by the service provider.

The manpower required for the front office the hostels shall be 1) one Front Office Manager, 2) Accountant and 3) Group-D staff. While the service provider shall provide the service of the Front Office Manager and Accountant, the group D staffs shall be placed by the Institute. As book keeping and other accounts related works which shall be attended by the Accountant are not fulltime in nature it is proposed to place one Accountant for three hostels.

The scope of work is defined as under:-

1. Front Office Manager
  - a) Over all charge of the front office of the Hostels.
  - b) Coordinate with Wardens and Hall Executive Committee (HEC) for smooth functioning of the hostels.
  - c) Assist the Wardens for allotment of the hostel room
  - d) Coordinate with the Institute Works Department (IWD) for maintenance of hostels rooms.
  - e) Processing of the payment of bills and preparation of cheques.
  - f) Providing no-dues to the students and refund of their caution money
  - g) Maintenance of the records and registers of the hostels.
  - h) Attending any other works as required by the Wardens and HEC form time to time for smooth running of the hostel.

## 2. Accountant

- a) Maintenance of all books of accounts of Hostels such as cash/ bank book, ledger etc.
- b) Maintenance of stock registers of hostels.
- c) Preparation of the bank reconciliation statement.
- d) Preparation of the annual accounts of hostel.
- e) Any other accounting works assigned by the hostel office from time to time.

The Front Office Manger shall be a graduate with good knowledge on computer and ready to take responsibility for smooth functioning of Hostel. The Accountant shall be a commerce graduate having sound knowledge on computer. He should have experience in handling the accounting works of an establishment.

  
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