



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

JAIPUR (CIRC)

D-1, Institutional Area, Jhalana Doongri, Jaipur-302004

Phone :3044200/214 Email : jaipur@icai.org

The Institute of Chartered Accountants of India (ICAI) wants to open Reading rooms/ Additional reading rooms in various location in Jaipur.

Policy for setting up of additional reading rooms.

- **Operating Hours:** The Additional Reading Room will be open for minimum. 12 hours from 9:00 A.M. to 9:00 P.M. on all working days, Saturdays, Sundays, and other holidays,
- **Areas Specification:** Total area for setting up to 50-100 seats, the estimated area of reading Room will be about 1000 sq. ft.
- ICAI Jaipur Branch will provide capital items like racks, tables, chairs, cupboards, air conditioners, fan, inverter, water cooler, CCTVs as well as related miscellaneous expenses.
- The overall responsibility for the day-to-day operation and maintenance of Reading Rooms, Libraries, and Additional Reading Rooms lies with the respective Branch / Regional Council. It is their duty to ensure the provision of basic amenities and facilities, which includes:
 - Proper furniture, including racks, chairs, tables, lights, and air - conditioners, to create a comfortable and conducive learning environment for the students.
 - The upkeep, maintain and refurbishment of the assets and facility.
 - Availability of updated study materials provided by ICAI, ensuring that students have access to the latest resources for their studies.
 - Maintenance of proper hygiene and sanitation standards, including separate washrooms for girls, to promote cleanliness and a healthy environment.
 - Availability of hygienic drinking water.



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- Installation of an appropriate number of CCTV cameras in each facility to ensure proper monitoring and security. Cameras should be strategically placed to cover entry and exit points effectively.
- Clear display of operational timings for the convenience of the students. During examination periods, these timings may be extended to accommodate the needs of the students.
- Conducting due diligence at the local level is the responsibility of the respective Regional Councils and Branches, ensuring compliance with applicable regulations and maintaining a well-managed and safe learning environment.

**The interested Parties may submit their offers in
'Prescribed format' given below at**

**Jaipur Branch office: "D-1, Institutional Area, Jhalana
Doongri, Jaipur-302004" on or before 10.05.2024 upto
5:00PM.**



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Format for Proposal(s) for Setting up /Upgradation of Additional Reading Rooms

Proposal(s) for setting up of Reading Rooms from the Regional Council/Branches should contain following details: -		
1	Proposal for Additional Reading Room	
2	Status (New Proposal/Already Setup)	
3	Address of the Regional Council/Branch	
4	Address of the proposed premises	
5	Total Area Available	
6	Proximity to nearest local public transport	
7	Name of the Owner	
8	Whether the Owner is an individual/Trust/Company/other entity (specify)?	
9	Expected Revenue expenses per month in detail:	1. Rent 2. Electricity expenses 3. Staff 4. Repair and maintenance 5. other (specify name)



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10	Capital Expenses for setting the Additional Reading Room	1. Tables 2. Chairs 3. Racks 4. Air Conditioners 5. Fans 6. Water Cooler 7. other (specify ame)
11	Amenities available (A.C., Fans, Lights, Water Cooler etc.)	
12	Period of lease agreement*.	
13	Whether the lease shall berenewable, if so, further period ofrenewal.	
14	Details Reading Room(s)/Library(ies)/Additional Reading Room(s) opened till date	
15	Any Other important Details	

Signature