

**INDIAN DRUGS & PHARMACEUTICALS LTD.**  
( A Govt. of India Undertaking)  
PLANT OFFICE, UDYOG VIHAR, DUNDAHERA,  
OLD DELHI-GURGAON ROAD, GURGAON-122016.  
CIN NO- U24231HR1961GO1003418  
[Tel:- 0124-2455515](tel:0124-2455515)

LIMITED TENDER ENQUIRY

LTE No. IDP/GGN Plant / Fin Deptt/2020-21/01

Dated:19.11.2020

Indian Drugs & Pharmaceuticals Limited, Gurgaon is looking for a dynamic CA Firm who can take up the assignment of preparations & finalization of Annual Accounts for the Financial Year 2019-20 immediately for the purpose of review by statutory Auditors u/s 619 (2) of the companies Act.

Interested parties, fulfilling eligibility criteria are requested to submit duly filled tender documents in two bid system i.e Technical Bid and Financial Bid specifying clearly on the Covers. Bids shall be submitted to Administration department, IDPL Plant Office, Old Delhi Gurgaon Road, Gurgaon-122016 **on or before 1400 Hrs.on 10.12.2020** and Technical Bid will be opened on the **same date at 1430 Hrs.** Date and time for opening of Financial Bid will be informed to bidders (qualifying in technical evaluation) later. The detail of tender document can also be download from our website [www.idplindia.in](http://www.idplindia.in)

Finance Department  
Indian Drugs & Pharmaceuticals Limited  
Gurgaon Plant.

**SCOPE OF WORK FOR THE YEAR 2019-20:**

The scope of work extends up to interacting with the Internal Auditor, Statutory Auditor/ and Auditors of CAG till finalization of the accounts in all respects.

Business Volume: Company's turnover for the Financial Year 2019-20 was Rs.45 lacs

It is imperative that the Annual Accounts for the financial year 2019-20 have to be put before the Statutory Auditors suitably. Time being essence of such an arrangement, it is expected that firm will have to mobilize and depute sufficient team comprising of competent and qualified personnel for expeditious finalizations of Annual Accounts of 2019-20.

**The assignment includes:-**

1. Configuration of accounts (creation of ledgers, groups etc ) in TALLY ERP system.
2. Reconciliation and preparation of all schedules , statements as required for preparation of balance sheet (FY 2019-20)
3. Assistance in Statutory, CAG & MAB Audits.
4. Certification / verification of various statement (requiring CA certification) required by various authorities.

### **ELIGIBILITY CRITERIA / TECHNICAL DETAILS:-**

1. The firm should have at least 3 years of experience in preparation of balance sheet and tax audit.
2. Firm must be registered with GST.
3. Should not have carried out any statutory audit assignment for IDPL or any of its units within the last one year before the date of submission of application.
4. PSU Experience of 3 years in Internal Audit, Statutory or Accounts preparation will be preferred.
5. Should not have been debarred, blacklisted or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.

### **TERMS AND CONDITIONS:-**

1. Preparation of accounts work and finalization will require to be carried out in premises at Gurgaon Plant. While suitable office space shall be provided by the company.
2. Further, details of scope of work, if required, will be available from Gurgaon Plant by contacting GM / Finance Department (from 11.00 A.M to 5.00 P. M).
3. Application need to be submitted in two separate sealed covers. One of the cover should be clearly marked boldly "Technical Bid" and should contain details of the eligibility criteria / technical details with supporting documents. The second cover boldly marked as "Price Bid" should include the Quotation for the Professional Fees for the year 2019-20 separately. Tender number and date of opening should also be mentioned on both the envelopes. Both the covers should be addressed to GM-IDPL Gurgaon Plant and should be received by 2.00P.M on or before 10.12.2020 at the Following address:  
Indian Drugs & Pharmaceuticals Limited  
Plant Office: Udyog Vihar, Dundahera  
Old Delhi Gurgaon Road, Gurgaon-122016.
4. Application will be opened in the presence of CA Firm who may like to be present at 2.30P.M on the same day. The financial Bid cover will be opened only for those firms which qualify the technical details.
5. Professional Fees has to be submitted as per the enclosed Price Bid Format (Annexure-A) and no separate conveyance or other expenses are payable.
6. Company reserves the right to accept or reject any or all the proposals. Decisions of IDPL would be final and binding.
7. Exit Clause: The engagement may be terminated by either side at the end of any financial year by giving one months' notice in writing.
8. Tender document must be numbered, signed & stamped by the bidder / authorized representative.
9. **Payment Terms:-**
  - a. 70% payment on completion of Balance Sheet.
  - b. 30% after completion of Statutory Audit.

**Validity Period:** Last date for submission of Technical & Financial bids is **10.12.2020**. However, the company may seek additional information or clarification from any applicant after the last date which need to be submitted in 3 days' time.

**PRICE BID**

<b>Sl. No</b>	<b>Name of Work</b>	<b>Rate (Amount in Rs.)</b>	<b>GST @.....</b>	<b>Total Amount (Rs.)</b>
<b>1.</b>	Accounts Configuration (creation of ledgers, groups etc in Tally ERP 9 software) Note: Inventory part is not required in Tally.			
<b>2</b>	Preparation of Balance Sheet (Financial Year 2019-20)			

**Note:-**

1. The Fee quoted should be all inclusive. No further charge /fee /expenses (including travelling and stay etc.) will be paid by IDPL.
2. Amount will be written in both figures and words. If there is any difference between figures and words, the words will prevail.
3. Quoted Rate should be only in sealed envelope. Price Bid in open condition will result in disqualification of the bid.
4. Work has to be done at Plant Office / Plant's premises.

Signature with Seal / Stamp of the Bidder.