

**INDIAN DRUGS & PHARMACEUTICALS LTD>**  
**(A GovtOf India Undertaking)**  
**Plant Office, Old Delhi Gurgaon Road**  
**Dundahera, Gurgaon-122016**  
**CIN No. U24231HR1961G01003418**

NOTICE INVITING TENDER (NIT)

Tender Enquiry No. IDP/GGN PLANT/ FIN.DEPTT/2023-24

Dated: 06.04.2023

Indian Drugs & Pharmaceuticals Limited is looking for a dynamic CA Firm (local area) who can take up all the arrangement of preparing & finalization of annual account of Account Department of IDPL Gurgaon Plant for the FY 2019-20 (provisionally prepared) FY 2020-21 onward and it can be extended for further One Year depending on the performance.

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 separate Covers. Bids shall be submitted to Administration Department , IDPL Plant Office, Old Delhi Gurgaon Road, Dundahera, Gurgaon-122016 on or before 1400Hrs on 17.04.2023 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 downloaded from our website [www.idplindia.in](http://www.idplindia.in)

Finance Department  
Indian Drugs & Pharmaceuticals Ltd.  
Gurgaon Plant  
Tel. No. 0124-2455515

**SCOPE OF WORK:**

- 1 .Preparation & finalization of balance sheet from Fy 2019-20 to till the contract.
- 2 Pending balance sheet of Fy 2019-20(provisionally prepared), Fy 2020-21, Fy2021-22 &Fy 2022-23 shall be Prepared & finalized within six month after award the contract.
- 3 Compliance of all statutory liability (Making the challan and return filling) before due date Like payment of TDS, GST TDS, TCS, PF contribution, income tax etc. Firm shall be responsible for CAG & MAB Audit and any others if any.
4. Firm shall provide all types of CA Certificate when ever required to produce before any Govt. agencies.
5. Firm shall be responsible/Sort out of any departmental issue or communication or litigation work etc.-
6. Data entry of Cash, Journal, Bank and all other financial transactions of IDPL Gurgaon Plant Office for the years 2020-21,2021-22,2022-23 & 2023-24 on Tally ERP package (original version)
7. Reconciliation of all Bank Accounts.
8. Reconciliation and preparation of all schedules like T.A. Advances, Staff Advances etc.

**ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-**

1. The firm should have five year experience in TDS & TCS return filling, GST return filling, TDS under GST return filling, handling Audit work, preparation of balance sheet etc. PSU experience of 5 year in the same field will be preferred.
2. Firm must be registered with GST
3. The firm should not have been debarred, blacklisted or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.
4. The CA firm should be preferable from local area.
5. Firm must be registered with Service Tax Department..
6. Tender No. and date of opening should be mentioned on the envelope and should be addressed to General Manager and reached by 3.00pm on dated 17.04.2023 at the following address

Indian Drugs & Pharmaceuticals Limited\  
( A Govt Of India Undertaking)  
Plant Office, Old Delhi Gurgaon Road  
Dundahera, Gurgaon 122016

**TERMS AND CONDITIONS:-**

- The quotation duly signed and stamped on each page by authorized signatory, as token of acceptance of terms & conditions.
- The Quotation can be submitted in person or through courier/ post to reach within the stipulated date and time. IDPL is not responsible for any postal delay.
- Unless otherwise specified, the bidders are to deposit the quotations in the tender box kept for this purposes at following address:-  
Administration Section  
Indian Drugs & Pharmaceuticals Limited  
Plant Office: UdyogVihar, Dundahera  
Old Delhi Gurgaon Road, Gurgaon-122016.
- Quotations will be opened in the presence of CA Firm (authorized representative) who may like to be present at 2:30PM on the same day. The financial Bid cover will be opened only for those firms which will qualify in the Technical Bid.
- Professional Fees will be inclusive of all expenses but exclusive of GST etc as per the enclosed Price Bid Format (Annexure –A) and no separate conveyance or other expenses are payable.
- The Company reserves the right to accept or reject any or all the proposals. Decisions of IDPL would be final and binding.
- Exit Clause: The engagement may be terminated by either side by giving one months' notice in writing.
- Tender document must be numbered, signed & stamped by the bidder / authorized representative.
- **Bids should be submitted in sealed envelopes as mentioned below:**

- **Cover (A)**

Sealed envelope consisting of all the documents mentioned in eligibility criteria. All the Documents should be self-attested and stamped by authorized person. Cover should be Superscripted as **“COVER - A” “Tender No. IDP/GGN Plant/ Fin Deptt./2023-24/01 Dated 06.04.2023 “Technical Bid”**.

- **Cover (B)**

Sealed envelope consisting of Price Bid, duly signed and stamped by authorized person, in price schedule format as Annexure-A . Cover should be superscripted as **“COVER – B” “Tender No. IDP/GGN Plant/ Fin Deptt./2023-24/01 Dated 06.04.2023 “ Price Bid”**.

➤ **Acceptance Terms:-**

Promptly after opening of tenders, the company will undertake a detailed study and appraisal of the tenders submitted. The Company does not bind itself to award the contract to the lowest or to any tenderer but will take into careful consideration the tenderer’s price and such other Factors (PSU/Govt. Institutions experience) as are deemed to be applicable for awarding the contract.

➤ **Rights**

The Company reserves the right to re-call the tender or reject any or all tenders and to waive any formalities in the tenders received , if it appears to be in his best interest to do so.

**Payment Terms:-**

- 1) No advance payments will entertain
- 2) 15 % on date entry, bank reconciliation of Plant Office Accounts.
- 3) 50% after the drawing of balance sheet
- 4) 20% after completion of statutory Audi Including) replies.
- 5) Balance 15 % after completion of MAB/CAG Audit and reply of their comments.

➤ **Validity Period:**

Last date for submission of Technical & Financial bids is 17.04.2023 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. The validity of price bid should before minimum three (3) months.

## ANNEXURE- A

## PRICE BID

Sl. No	Name of Work	Annual Rate (Amount in Rs.)	GST @..... Rate and amount.	Total Amount (Rs.)
1.	All work under the finance and account department of IDPL Gurgaon plant			
	PREPARE AND FINILIZATION OF BALANCE SHEET FOR FY-2019-20			
	PREPARE AND FINILIZATION OF BALANCE SHEET FOR FY-2020-21			
	PREPARE AND FINILIZATION OF BALANCE SHEET FOR FY-2021-22			
	PREPARE AND FINILIZATION OF BALANCE SHEET FOR FY-2022-23			
	<b>ALL TOTAL ( written in words)</b>			

## Note:-

1. Quoted rate / professional fees should be on Annual basis and within bracket mentioned the Annual rate for billing purposes. The professional 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 as mentioned above (**Cover B**). Price Bid in open condition will result in disqualification of the bid.

Signature with Seal / Stamp of the Bidder/CA Firm.