

**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/ A & F/2023-24/02

Dated: 06.03.2024

Indian Drugs & Pharmaceuticals Limited is looking for a dynamic CA Firm (Delhi/ NCR) who can take up all the responsibilities related to all the works of the Accounts and Finance Department (**Refer Scope of Work**) along with preparation & finalization of Annual Accounts of IDPL Gurgaon Plant for the FY 2024-25. The contract can be extended for further One year depending up on the satisfactory performance of the firm.

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 26.03.2024 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)

**SCOPE OF WORK:**

1. Preparation & finalization of Books of Accounts for the financial year 2024-25 along with all schedules (like T.A. Advances, Staff Advances etc), statement, Journals etc as required for preparation of Balance Sheet.(FY-2024-25)
2. **It is mandatory for CA firm to visit IDPL Gurgaon Plant site at least twice (2 Days) in every month before 10<sup>th</sup> of every month for the preparation of bank voucher, journal entries, Compliance of all statutory liabilities (Making the challan and return filling as per the latest guidelines of government.) before due date Like payment of TDS, GST TDS, TCS, PF contribution, income tax etc.**
3. Configuration of accounts (creation of ledgers, group etc), Data entry of Cash, Journal, Bank and all other financial transactions of IDPL Gurgaon Plant Office for the years 2024-25 in Tally ERP package (original version).
4. Reconciliation of all Bank Accounts.
5. Preparation & finalization of Balance Sheet for financial year 2024-2025 within one month after year end.
6. Firm shall be responsible for CAG & MAB Audit and any others if any.
7. Firm shall provide all types of CA Certificate whenever it is required to produce before any Government agencies.
8. Firm shall be responsible/Sort out of any departmental issue(s) or communication or litigation work etc.-

9. For any clarification related to this work (Volume of work) and terms and conditions of tender documents may please contact to Mr. Abhishek Anand (Sr. Executive/ IC F & A) between office hours on 0124-2455515.

**ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-**

1. The firm should have at least 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. The existing CA Firm with IDPL Gurgaon plant shall not be considered as a bidder against this tender for the FY-2024-25 because of non-performance in earlier years.
6. Tender No. and date of opening should be mentioned on the envelope and should be addressed to General Manager IDPL Gurgaon Plant and reached on or before 14:00 Hrs on dated 26.03.2024 at the following address.

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

Phone No-0124-2340035

**TERMS AND CONDITIONS:-**

- The quotation should be 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.
- Quotations will be opened in the presence of CA Firm(s) (authorized representative(s)) who may like to be present at 14:30 Hrs on the opening 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.
- The work shall be awarded to L-1 bidder (1.A+1.B), in case of more than one bidder come L-1 then final bidder shall be decided by taking into consideration of bidders PSU experience in last 5 years.
- 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 Superscribed as **“COVER - A” “Tender No. IDP/GGN PLANT/ A & F/2023-24/02 Dated 06.03.2024 “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/ A & F/2023-24/02 Dated 06.03.2024 “Price Bid”**.

- **Acceptance Terms:-**

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 tendered 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 for Sl.No.-1 of annexure “A” (Price Bid)**

Quarterly payment shall be made after completion of all work for respective quarter.

### **Payment Terms for Sl.No.-2 of annexure “A” (Price Bid)**

- 1) No advance payments will be entertained.
- 2) 50% after the drawing of balance sheet.
- 3) 30% after completion of statutory Audi Including) replies.
- 4) Balance 20 % after completion of MAB/CAG Audit and reply of their comments.

□ **Validity Period:**

Last date for submission of Technical & Financial bids is 26.03.2024. However the company may seek additional information or clarification from any applicant after the last date which need to be submitted within 3 days of time. The validity of price bid shall be minimum three (3) months from the date of opening of price bid.

ANNEXURE- A

**PRICE BID**

<b>Sl. No</b>	<b>Name of Work</b>	<b>(Amount in Rs.)</b>	<b>GST @..... Rate and amount.</b>	<b>Total Annual Amount (Rs.)</b>
<b>1. A</b>	Preparation & finalization of books of accounts for the financial year 2024-25 along with all schedules, group, statement, Journals etc as required for preparation of balance sheet (FY-2024-25). <b>(Refer Scope of Work point No-1 to 4)</b>	<b>Quarterly Rate</b>		
<b>1. B</b>	Preparation & finalization of Balance Sheet for the FY-2024-25.	<b>Annual Rate</b>		
	<b>TOTAL ( written in words)</b>			

Note:-

1. Quoted rate / professional fees should be on quarterly & annual rates as mentioned in above table of Annexure "A" 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. Conditional bid shall not be considered and shall be rejected at very first instance.
3. Amount will be written in both figures and words. If there is any difference between figures and words, the words will prevail.

4. 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.