

**INDIAN DRUGS & PHARMACEUTICALS LIMITED,
BALANAGAR, HYDERABAD,
MEDCHAL MALKAJGIRI DIST. – 500037
CINNO-U24231HR1961GO1003418
Tel:-040-23079125**

Notice Inviting Tender

Tender No.IDP/TN Plant/FinDept/2022-23/01

Dated:- 16.01.2024

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 Years 2014-15 to 2022-23 immediately for the purpose of review by Statutory Auditors u/s 619 (2) of the companies Act to its subsidiary unit IDPL Tamil Nadu.

SL No	Name of the Work	Approx value, excluding GST for 8 financial years (Rs in lakhs)	EMD (Rs)	Period of Work	Last date for submission of the tender
1	Appointment of CA Firm to take up the assignment of preparations & finalization of Annual Accounts for the Financial Years 2014-15 to 2022-23	4.50	10000/-	3 months	05.02.2024

SI No.	Description	Schedule
i.	Date of issuance of tender document.	16.01.2024 TO 05.02.2024
ii	Place of Tender Enquiry and Venue of Opening of Technical and Financial bid	“Department of Finance & Accounts, Indian Drugs & Pharmaceuticals Limited, Balanagar, Hyderabad, Medchal Malkajgiri Dist. – 500037
iii	Closing date & time for receipt of Tender	14.00 Hrs on 05.02.2024
v.	Time and date of opening of Technical Bid	14.30 Hrs on 05.02.2024

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 “Department of Finance & Accounts, Indian Drugs & Pharmaceuticals Limited, Balanagar, Hyderabad, Medchal Malkajgiri Dist. – 500037 **on or before 14.00 Hrs. on 05.02.2024** 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 details of tender document can also be downloaded from our website www.idplindia.in

Finance Department
Indian Drugs & Pharmaceuticals Limited
Hyderabad Plant.

PROFILE OF TENDERER

1. Name of the CA Firm :
2. Address & Phone No :
3. E-mail ID and FAX No. :
4. Name of work/Service :
5. Tender Notice No & Date, Item No :
6. Details of DD for EMD :
7. Particulars of experience / credentials
 - a. Whether all details as per pre-qualification requirements enclosed :
8. PAN No with proof (in case not available, proof of having applied with acknowledgement from concerned authorities to be enclosed) :
9. GSTIN No. with proof of allotment to be submitted :
10. Financial turn over during the last three years duly certified by chartered accountant / auditor. :
11. CA Firm registration No. :
12. Details of assignment completed :
12. Proof of Business Entity (Proprietor/ Partnership/Company/Firm) :

Signature of CA Firm with Stamp/Seal

SCOPE OF WORK FOR THE YEAR 2014-15 to 2022-23:

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

Business Volume :Company's average turnover for the Financial Years 2014-15 to 2022-23 was Rs.45 lacs/per annum.

It is imperative that the Annual Accounts for the Financial Years 2014-15 to 2022-23 records have to be updated and account to be prepared as per provision of Company Act. Time being the essence of such assignment, it is expected that firm shall have to mobilize and depute sufficient team comprising competent and qualified personnel for expeditious finalizations of Annual Accounts of 2014-15 to 2022-23.

Stipulated time for completion of work is not more than 90 days.

The assignment includes: -

1. Configuration of accounts (creation of ledgers, JVs, groups etc) in TALLY ERP system.
2. Reconciliation and preparation of all schedules, statements as required for preparation of balance sheet (Financial Years 2014-15 to 2022-23)
3. Preparation of Balance Sheet, Profit & Loss Accounts, all schedules and Notes to Accounts.
4. Preparation of excel sheet for all Balance Sheet, Profit & Loss items.
5. Assistance to Statutory, CAG Audits.
6. The physical data like invoices, bills, vouchers, bank statements etc. will be provided by our TN plant staff as and when required.
7. Certification / verification of various statement (requiring CA certification) required by various authorities.

ELIGIBILITY CRITERIA/ TECHNICAL DETAILS:-

1. The firm should have atleast 10 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/TAMIL NADU or any of its units within the last Three years before the date of submission of application.
4. Experience of 3 years in Internal Audit, Statutory or Accounts preparation in PSU/Govt. bodies will be preferred.
5. Should not have been debarred, black listed or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.

Bids should be submitted in sealed envelopes as mentioned below:

- i. **Cover (A)**
Sealed envelope consisting of all the documents mentioned above. All the documents should be self-attested and stamped by authorised person. Cover should be superscribed as "COVER-A" "Tender No IDP/TN Plant/Fin Dept/2022-23/01 Dt. 16.01.2024" "Technical Bid".
- ii. **Cover (B)**
Sealed envelope consisting of Price Bid, duly signed and stamped by authorised person, in Price Bid format of this tender document. Cover should be superscribed as "COVER-B" "Tender No IDP/TN Plant/Fin Dept/2022-23/01 Dt. 16.01.2024" "Price Bid".
- iii. **Cover (C)**
Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscribed as "COVER-C "Tender No IDP/TN Plant/Fin Dept/2022-23/01 Dt. 16.01.2024"

EMD:

Earnest Money Deposit Rs. 10,000/-(Rupees Ten Thousand only) is to be submitted in the form of Demand Draft/Banker Cheque in favour of INDIAN DRUGS & PHARMACEUTICALS LIMITED, payable at Hyderabad with technical bid. Non Submission of EMD will make the offer liable for rejection straightway.

The successful bidder shall have to execute an Agreement with detailed terms and conditions with the company. If the firm fails to complete the assignment their EMD shall be forfeited by the Company.

TERMS AND CONDITIONS:-

1. Preparation of accounts work and finalization will require to be carried out at the space provided by the IDPL Tamil Nadu Plant.
2. Further, details of scope of work, if required, will be available from IDPL Tamil Nadu Plant by contacting Official staff of TAMIL NADU Plant during the office hrs. (from 10.00 A.M to 5.00 P.M).
3. Bids should be addressed to General Manager -IDPL Hyderabad Plant and received by 2.00 P.M on or before 05.02.2024 at the following address:
“Department of Finance & Accounts,
Indian Drugs & Pharmaceuticals Limited,
Balanagar, Hyderabad,
Medchal Malkajgiri Dist. – 500037
4. Bids shall be opened in the presence of CA Firm who may like to be present at 2.30 P.M on the same day. The financial Bid cover will be opened only for those firms which qualify the technical bid.
5. Professional Fees has to be submitted as per the enclosed Price Bid Format 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. Tender document must be numbered, signed & stamped by the bidder/authorized representative on each and every page as a token acceptance of tender terms & conditions.
8. **Payment Terms:-**
 - a. 60% payment on completion of Accounts.
 - b. 40% payment after completion of Statutory and CAG Audit.

Validity Period: Last date for submission of Technical & Financial bids is 05.02.2024 Before 14.00 Hrs, bids received after stipulated submission time will be rejected. However, the company may seek additional information or clarification from any applicant after the last date which need to be submitted in 7 days or as desired.

PRICE BID

Sl.No	Name of Work	Rate (Amount in Rs.)	GST@.....	Total Amount (Rs.)
1.	<ol style="list-style-type: none">1. Configuration of accounts (creation of ledgers, JVs, groups etc) in TALLY ERP system.2. Reconciliation and preparation of all schedules, statements as required for preparation of balance sheet (Financial Years 2014-15 to 2022-23)3. Preparation of Balance Sheet, Profit & Loss Accounts, all schedules and Notes to Accounts.4. Preparation of excel sheet for all Balance Sheet, Profit & Loss items.5. Assistance to Statutory, CAG Audits.6. The physical data like invoices, bills, vouchers, bank statements etc. will be provided by our TN plant staff as and when required.7. Certification / verification of various statement (requiring CA certification) required by various authorities.			
	Total Amount in Rs.			

Rs. In Words _____

Note:-

1. The Fees 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.

Signature with Seal/Stamp of the CA Firm.