

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
**(A GOVT. OF INDIA UNDERTAKING)**  
**CIN No. U24231HR1961GOI003418**

**NOTICE INVITING TENDER (NIT)**

Tender Enquiry No. IDP/CO/FINANCE/2021-22/05

Dated: 03.03.2022

Indian Drugs & Pharmaceuticals Limited is looking for a dynamic CA Firm who can take up the assignment of preparations & finalizations of Annual Accounts of Corporate Office and consolidation with Regions & Plants Balance Sheet for the Financial Year 2021-22 and 2022-23 (ongoing basis) immediately for the purpose of review by our 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 on or before 1400 Hrs on 28.03.2022 and Technical Bid will be opened on the same date at 14.30 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 FOR THE YEAR 2021-2022 & 2022-23:**

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

The following table indicates the location details of the Company:

<b>LOCATION</b>	<b>ADDRESS</b>
Registered Office & Office Address	Corporate Office, IDPL Complex, Dundahera, Haryana
3 (Three) Factories/Units	Hyderabad Plant, Rishikesh Plant, Gurgaon Plant
5 (Five) Zones	Delhi, Mumbai, Kolkata, Lucknow, Hyderabad

Purview of **Statutory Auditors** includes audit of Accounts of Corporate Office & Marketing Division (H.O) and all India consolidated Accounts.

While the purview of **Branch Auditors/Unit Auditor (5)** extends to audit of Delhi, Lucknow, Hyderabad, Mumbai & Kolkata RSO & 3 Plants as above.

Business Volume: Company's turnover for the Financial Year 2021-22 and 2022-23 respectively as the company is in the process of closure in view of decision of the Union Cabinet taken its meeting held on 28.12.2016.

It is imperative that the Annual Accounts for the financial year 2021-21 and 2022-23 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 teams comprising competent and qualified personnel for expeditious finalizations of Annual Accounts of 2021-21 and 2022-23. Any inordinate delay on the part of the firm (like not submitting consolidated accounts based on Branch/Units provisional & audited accounts within 15-20 days) will attract suitable penalty as may be decided by IDPL management/CMD based on actual number of days delayed and the circumstances of such delays.

**The assignment includes:-**

1. Data entry of Cash, Journal, Bank and all other financial transactions of Head/Corporate Office for the years 2021-22 and 2022-23 on Tally ERP package (original version)
2. Reconciliation of all Bank Accounts
3. Reconciliation and preparation of all schedules like T.A. Advances, Staff Advances and Medical Advances etc.
4. Reconciliation of Inter unit accounts with Regions & Plants.
5. Drawing of Balance Sheet of Corporate Office (with all schedules).
6. Consolidation of Balance Sheet of five Regions.
7. Merger of Balance Sheet of Corporate Office with five regions and three plants.
8. Drawing final accounts for the year 2019-20 and 2020-21 in MS excel format.
9. Assistance in Statutory, CAG & MAB Audits.
10. Preparation of Quarterly Profit & Loss A/c, Balance Sheet with schedules (consolidated) for FY 2019-20 and 2020-21 (to be prepared by 00-00-0000 and thereafter by 15<sup>th</sup> of the following month)
11. Certification/Verification of various statement (requiring CA certification) required by various authorities.
12. Vetting of various write off/provisions proposals of Corporate Office & Marketing Division.
13. Quarterly compliances of TDS matters, checking of accuracy of deductions and timely deposit thereof to be reported.
14. Monthly compliance of GST, checking of calculations and reporting the deposit if same on due dates.

**ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-**

1. The firm should have ten year of standing as on the date of submission of applications.
2. Should have minimum two full time partners who are with the firm for at least five years.
3. The Firm should have been empanelled with CAG and should have completed at least one such Audit allotted by CAG.
4. Should have experience of handling Accounting Assignments or similar type of assignment of large sized Pharmaceuticals Company.
5. Firm must be registered with GST Department
6. 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.
7. PSU Experience of 7 years in Internal Audit, Statutory or Accounts preparation.
8. Should not have been debarred, blacklisted or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.
9. The firm should have Tally ERP 9 Software, System in his installed office

## **TERMS AND CONDITIONS:-**

1. Preparation of accounts work and finalization will require to be carried out in Corporate Office premises at Gurgaon. While suitable office space shall be provided by the Company. CA Firm so selected will have to install its own Computers and at least depute 2-3 assistants having full knowledge of accounts preparation and finalization on regular basis. The firm will have to designate one partner for supervising the work and its timely progress. Designated partner will make himself available for discussions at Corporate Office - Gurgaon whenever required.
2. Further, details of scope of work, if required, will be available from Corporate Office by contacting CFO /DFM- IDPL from 11.00 A.M to 5.00 P.M.
3. Proposals are invited from Chartered Accountants firms who meet the above eligibility criteria can apply within 21 (twenty one) days of issue of the advertisement.

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 Xerox Copy of documents in support of Item No. 1 to 7 & signed undertaking in support of Item No 8 of the eligibility criteria/technical details. The second cover boldly marked as "Price Bid" should include the Quotation for the Professional Fees for the year 2019-20 and 2020-21 separately. Tender Number and date of opening should also be mentioned on both the envelopes. Both the covers should be addressed to Dy Mgr (Finance) – IDPL and should be received by 2.00 P.M. on 28.03.2022 at the following address:

"Department of Finance & Accounts  
Indian Drugs & Pharmaceuticals Limited  
Corporate Office, IDPL Complex,  
Old Delhi – Gurgaon Road,  
Dundahera, Gurgaon – 122016 (Haryana)"

4. Tender Bids will 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 details.
5. Professional Fees will be inclusive of all expenses but exclusive of GST etc. and no separate conveyance or other expenses are payable.  
  
However, if partner of the firm or assistant is required to visit outstation units for work related to the assignments suitable travelling and other expenses will be reimbursed.
6. Company reserves the right to accept or reject any or all the proposals. Decisions of IDPL would be final & binding.
7. Exit Clause: The engagement may be terminated by either side at the end of any financial year by giving 1 months' notice in writing.
8. Payment Terms:-
  - a) 30% After the satisfactory completion of Data Entry , Bank Reconciliation and Trail Balance & inter unit
  - b) 30% after Satisfactory Merger of accounts and preparation of consolidation
  - c) 40% after satisfactory completion of Statutory Audit & C& AG Audit

**Validity Period:** Last date for submission of Technical & Financial bids is 28.03.2022 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>Name of Work</b>	<b>Professional Fees (Amount in Rs.)</b>	<b>GST @.....</b>	<b>Total Amount (Rs.)</b>
1. Data entry of Cash, Journal, Bank and all other financial transactions of Head/Corporate Office for the years 2021-22 and 2022-23 on Tally ERP 9 package (original version) 2. Reconciliation of all Bank Accounts 3. Reconciliation and preparation of all schedules like T.A. Advances, Staff Advances and Medical Advances etc. 4. Reconciliation of Inter unit accounts with Regions & Plants. 5. Drawing of Balance Sheet of Corporate Office (with all schedules). 6. Consolidation of Balance Sheet of five Regions. 7. Merger of Balance Sheet of Corporate Office with five regions and three plants. 8. Drawing final accounts for the year 2021-22 and 2022-23 in MS excel format. 9. Assistance in Statutory, CAG & MAB Audits. 10. Preparation of Quarterly Profit & Loss A/c, Balance Sheet with schedules (consolidated) for FY 2021-22 and 2022-23 (to be prepared by 00-00-0000 and thereafter by 15 <sup>th</sup> of the following month) 11. Certification/Verification of various statement (requiring CA certification) required by various authorities. 12. Vetting of various write off/provisions proposals of Corporate Office & Marketing Division. 13. Quarterly compliances of TDS matters, checking of accuracy of deductions and timely deposit thereof to be reported. 14. Monthly compliance of GST, checking of calculations and reporting the deposit if same on due dates.			

**(Total Amount in Word.....)**

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.

Signature with Seal / Stamp of the CA Firm.