

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

NOTICE INVITING TENDER (NIT)

Tender Enquiry No. IDP/GGN Plant / Fin Deptt/2021-22/01

Dated: 25.05.2021

Indian Drugs & Pharmaceuticals Limited, Plant office ,Gurgaon is looking for a dynamic CA Firm (local area) who can take up all the responsibilities related to GST, TDS under GST , TCS and TDS as per Govt. rules for the FY 2021-22 (Assessment year 2022-23) and it can be extended for further one year depending on the performance.

Interested CA Firms, 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 16.06.2021** 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

Finance Department
Indian Drugs & Pharmaceuticals Limited
Gurgaon Plant.
Tel no:-0124-2455515

SCOPE OF WORK :

A) For TDS and TCS :

Volume of work -monthly data 10 to 15 numbers (approx).

- 1.Assistance in invoicing (if required)
2. Assistance in timely and monthly deposits of TDS and TCS
3. Quarterly return filing in time .
4. Provide time to time information and latest amendments in TDS and TCS or full guidance to the Company.
5. Sort out of any departmental issue or communication or litigations work etc.
6. All responsibilities related to TDS and TCS
7. Assistance in statutory, CAG & MAB Audit.

B) For GST and TDS under GST: Sales –NIL,

Volume of work -monthly data 5 to 7numbers (average) for TDS under GST.

1. Assistance in invoicing (if required) related to GST rates and E-way bill.
2. Assistance for keeping GST data record as per Govt. rules and entry in TALLY.
3. Checking data related to ITC, RCM etc for preparing monthly dues in GST, and then raising required challan for deposit.
4. Monthly return filing of GST and TDS under GST after data checking.
5. Annual return filing after reconciliation (auditing of data and books of account) of Related accounts.
6. Providing as well as implementing latest amendments in GST and TDS under GST).
7. Sort out of any departmental issue or communication or litigations work etc.
8. All responsibilities related to GST & TDS under GST.

The scope of work extends up to interacting or any quarries raise from the Internal Auditor, Statutory Auditor/ and Auditors of CAG related to data, rate of GST , TCS , TDS, time of deposit or return filing etc. The assignment includes Certification / verification of various statement (requiring CA certification) required by various authorities.

ELIGIBILITY CRITERIA / TECHNICAL DETAILS:-

1. The CA firm should have at least 3 years of experience in TDS & TCS return filing , GST return filing, TDS under GST return filing . PSU experience of 3 years in the same field will be preferred.
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. Should not have been debarred, blacklisted or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.
5. The CA firm should be preferably from local area so that they can send their officials to our plant if necessary.

TERMS AND CONDITIONS:-

1. Details of scope of work, will be available from Finance Department, Gurgaon Plant from 11.00 A.M to 5.00 P. M) in all working days and also be available on company's website i.e. www.idplindia.in.
2. The quotation duly signed and stamped on each page by authorized signatory, as token of acceptance of terms & conditions.
3. The quotation shall be submitted as Administrative Department, IDPL, Plant Office, Old Delhi Gurgaon Road, Gurgaon-122016 **on or before 1400Hrs on 16.06.2021.**
4. 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.
5. 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: Udyog Vihar, Dundahera
Old Delhi Gurgaon Road, Gurgaon-122016.

6. Quotations will be opened in the presence of CA Firm (authorized representative) 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 will qualify in the Technical Bid.
7. 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.
8. The Company reserves the right to accept or reject any or all the proposals. Decisions of IDPL would be final and binding.
9. Exit Clause: The engagement may be terminated by either side by giving one months' notice in writing.
10. Tender document must be numbered, signed & stamped by the bidder / authorized representative.

Bids should be submitted in sealed envelopes as mentioned below:

i) 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./2021-22/01 Dated 25.05.2021” “Technical Bid”.

ii) Cover (B)

Sealed envelop 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./2021-22/01 Dated 25.05.2021” “ Price Bid”.

11. 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 as are deemed to be applicable for awarding the contract.

12. Rights

- i) 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.
- ii) The Company reserves to itself the right of accepting the whole or any part of the tender.

13. Payment Terms:-

No advance payment will entertained. Payment as per quarterly billing which are separate for TDS and GST including TDS under GST after quarterly and monthly return file. The Last quarter's bill will pay after annual return file in case of GST and receive of all Forms 16 & 16A in case of TDS and no pending work related to both TDS & GST for the FY 2021-22.

14. Validity Period:

Last date for submission of Technical & Financial bids is **16.06.2021**. 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

Sl. No	Name of Work	Annual Rate (Amount in Rs.)	GST @..... Rate and amount.	Total Amount (Rs.)
1.	TDS and TCS works (monthly deposits, quarterly return filing, annual forms issue (16 & 16A) etc for the FY 2021-22.	(Within bracket mention quarterly rate for your quarterly billing purposes)		
2	GST works and TDS under GST (data checking, assistance in record keeping and entry in Tally, required challan raising , monthly return filing , annual return filing etc . (FY 2021-22).	(Within bracket mention quarterly rate for your quarterly billing purposes)		
ALL TOTAL (written in words)				

Note:-

1. Quoted rate / professional fees should be on annual basis and within bracket mentioned the quarterly 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. Price Bid in open condition will result in disqualification of the bid.

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