

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

NOTICE INVITING TENDER (NIT)

Tender Enquiry No. IDP/HYD(TN)/ED/2023-24/01

Dated: 16.01.2024

Indian Drugs & Pharmaceuticals Limited (TN) Ltd., Chennai invites sealed quotations under two envelope systems (Technical & Price bid) from reputed Chartered Accountant(s) Firms who can take up the task of carrying out special audit, financial scrutiny of documents and rent/electricity/water charges ledgers and verify status of Security Deposit amount (refundable/recoverable) held by the company in respect of ex-employees of IDPL(TN) on vacating the IDPL(TN) township quarter.

Interested parties, fulfilling eligibility criteria are requested to submit their credentials in two bid system i.e. Technical bid and Price Bid in a sealed cover super scribing “**Special Audit For Scrutiny of Employees Security Deposit**” and send it to Department of Finance & Accounts, IDPL Plant, **Indian Drugs & Pharmaceuticals Limited, Balanagar, Hyderabad, Medchal Malkajgiri – 500037.**

Scope of work:- Special Audit and Financial Scrutiny of documents w.r.t. Security Deposit (refundable/recoverable) of 205 ex-employees (Retired or availed VRS) of IDPL(TN), Chennai Including the following:-

- Verify the documents including personal files and other documents available in respect of amount withheld by the IDPL(TN), Chennai as security deposit in lien of the ex-employee occupying the company's quarter.
- Verify the documents like Rent, Water & Electricity ledgers by cross verifying the remittances received/recovered for the above from the ex-employees.
- Verify the statement prepared and presented by GM –IDPL (TN) in determining the amount of security deposit (payable/refundable) in respect of each of the 205 Ex –Employees who were occupying company's quarters.
- Clarify the above statement as mentioned in Para 3 above.

ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-

1. The firm should have minimum five year experience in the field of handling Audit Works.(copy of the experience certificate to be enclosed)
2. The preference would be given to Chennai based firm.
3. The Firm should not have been debarred, blacklisted or disqualified by any regulatory body or Govt. entity for corrupt or fraudulent practices.
4. For any further information/clarification interested parties may contact Department of Finance& Accounts, Hyderabad Plant, IDPL from 11.00 A.M to 4.00 P.M.
5. Proposals are invited from Chartered Accountants firms by 05.02.2024.
6. Applicants need to submit their quotations in sealed envelope and contain details of the credentials with supporting photo copy (ies) of documents duly signed.

7. Quotations should be addressed to General Manager and reached by 2:30 P.M. on 05.02.2024 at the following address:

“Department of Finance & Accounts, Indian Drugs & Pharmaceuticals Limited, Balanagar, Hyderabad, Medchal Malkajgiri Dist. – 500037.

8. Professional Fees will be inclusive of all expenses but exclusive of GST and no separate conveyance shall be reimbursed.

9. All the documents (including tender document) submitted with tender bid should be signed and stamped on each and every page as a token of acceptance.

10. Company reserves the right to accept or reject any or all the proposals. Decisions of IDPL would be final & binding.

Department of Finance & Accounts
Hyderabad Plant, IDPL

PRICE BID

SL. No.	Name of Work	Professional Fees (Amount in Rs.)	Total Amount (Rs.)
1.	<p>Special Audit and Financial Scrutiny of documents w.r.t. Security Deposit (refundable/recoverable) of 205 ex-employees (Retired or availed VRS) of IDPL(TN), Chennai Including the following:-</p> <ul style="list-style-type: none">• Verify the documents including personal files in respect of amount withheld by the IDPL(TN), Chennai as security deposit in lien of the ex-employee occupying the company's quarter.• Verify the documents like Rent, Water & Electricity ledgers by cross verifying the remittances received/recovered for the above from the ex-employees.• Verify the statement prepared and presented by GM –IDPL (TN) in determining the amount of security deposit (payable/refundable) in respect of each of the 205 Ex –Employees who were occupying company's quarters.• Clarify the above statement as mentioned in Para 3 above. <p>Aggregate amount involved is approximate Rs. 2 crore</p>		
	Total Amount		

(Total Amount in Words.....)

Note:-

1. The Fee quoted should be all inclusive expenses but exclusive of GST. No further charge /fee /expenses (including travelling and stay etc.) will be reimbursed 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. Bid in open condition will result in disqualification.
4. Please go through the tender documents in detailed before quoting the price.
5. Price Bid evaluation will be done based on overall lowest price.

Signature with Seal / Stamp of the CA.