

INDIAN DRUGS & PHARMACEUTICALS LIMITED,
Corporate Office, Old Delhi Gurgaon Road
Dundahera, Gurugram
CIN-U24231HR1961GO1003418
Tel:-0124-2456030

Limited Tender Enquiry (LTE)

LTE No. IDPL/CO/FINANCE/2025-26

Dated: - 19.06.2025

Indian Drugs & Pharmaceuticals Limited (IDPL), Corporate Office, Gurugram invites LTE from dynamic Chartered Accountant (CA) Firm(s) for providing professional services related to Internal Audit, Tax Consultancy, GST Compliance and completion of pending financial statement of IDPL, its plants and subsidiaries from the financial year 2021-22 onwards.

S. No	Work/Task	Approx value, excluding GST	EMD (Rs)	Period of Work	Last date for submission of the tender
1	Providing professional services related to Internal Audit, Tax Consultancy, GST Compliance and completion of pending financial statement of IDPL, its plants, subsidiaries and JV for the financial year 2021-22 onwards.	Rs. 15.00 Lacs	30,000/-	6 months	14.07.2025

Interested parties, fulfilling eligibility criteria are requested to submit duly filled sealed tender documents in two bid system i.e Technical Bid and Financial Bid specifying clearly on the Covers. Bids shall be submitted to “Manager (Finance), Department of Finance & Accounts, Indian Drugs & Pharmaceuticals Limited, Corporate Office, Old Delhi Gurgaon Road, Dundahera, Gurugram on or before 14.00 Hrs. on 14.07.2025 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

Bids should be addressed to Manager (Finance) and to be submitted by 2.00 P.M on or before 14.07.2025 at the following address:

Department of Finance & Accounts,
Indian Drugs & Pharmaceuticals Limited,
Corporate Office, Old Delhi Gurgaon Road,
Dundahera, Gurugram-122016(HR)

Manager(Finance)
Department of Finance & Accounts
Indian Drugs & Pharmaceuticals Limited
Corporate Office, Gurugram

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TECHNICAL BID

Scope of Work & Other Conditions

Work shall include, but not be limited to, the following:

All pending Accounts of IDPL, its Plants (Three Plants) & Subsidiaries (Two subsidiaries) & Five Regional Sales Offices are to be completed and to make a Consolidated Financial Statement thereof. The status of the pending accounts of Corporate Office, its Plants and subsidiaries as on date is as under:

1. IDPL standalone accounts for the F.Y. 2021-22 to 2024-25 and also consolidated accounts of IDPL with its Subsidiaries.
2. Completion of pending Accounts of BDOCL for the F.Y. 2020-21 to 2024-25.
3. Pending Accounts of IDPL Tamil Nadu Ltd for the F.Y. 2021-22 to 2024-25.
4. All Income Tax Notices u/s 270/271/272/221/154/143/139 to be replied with and all Income Tax Returns/Compliance are to be filed with the appropriate Authorities starting from FY2016-17 to till date.
5. Similarly, all GST pending Returns are to be filed. Any other Tax Returns like VAT, Sales Tax, Service Tax etc. are also to be filed of IDPL Corporate Office & BDOCL.
6. Configuration of accounts (creation of ledgers, etc) in TALLY ERP system.
7. Reconciliation and preparation of all schedules, statements as required for preparation of balance sheet (Financial Years 2021-22, 2022-23, 2023-24 & 2024-25)
8. Preparation of Balance Sheet, Profit & Loss Accounts, all schedules and Notes to Accounts.
9. Preparation of excel sheet for all Balance Sheet, Profit & Loss items.
10. The physical data like invoices, bills, vouchers, bank statements etc. will be provided by our corporate office, IDPL staff as and when required.
11. Certification / verification of various statement (requiring CA certification) required by various authorities.
12. Any other following work related to Accounts as deemed fit by the company.
 - Extraction and endorsement of Trial Balance up to finalization of accounts, including routine financial scrutiny and vouching of transactions.
 - Certification of grant-in-aid/loan/govt. guarantee fee on monthly basis and updating the liability statement.
 - Scrutiny and verification of General Ledger, Journal Vouchers, Subsidiary Ledgers, Cash Book, Bank Book, and Bank Reconciliation Statements for all Bank Accounts.
 - Physical verification of cash in hand and cheques in hand.
 - Scrutiny and verification of expenditure records, including payment vouchers (Cash, Bank, RTGS, NEFT), ensuring proper approvals and compliance with applicable IDPL rules and regulations.
 - Thorough checking and certification of bills of contractors/vendors, including application of TDS, GST, and validation against contract conditions.
 - Scrutiny and certification of advances given to suppliers, contractors, and employees, and ensuring timely adjustments and accounting.
 - Scrutiny of monthly salary and statutory regulations.
 - Verification of recovery of Income Tax, other statutory deductions from salary, and

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timely remittance to respective authorities.

- Scrutiny of calculation, deduction, and deposit of Income Tax (TDS) from employee salaries and all other applicable heads.
- Audit of final payments to employees upon separation (Gratuity, Leave Encashment, Commutation of Pension, etc.).
- Verification of GST Reconciliation, return filing status, and compliance with GST laws.
- Verification of TDS transactions across all payment heads ensuring compliance.
- Review of internal control systems and suggestions for improvements.
- Assistance in replying to queries raised by statutory auditors, tax authorities, or any external agencies and ensuring closure of audit observations.
- Providing advisory and assurance services as required by the IDPL from time to time.
- Conduct focused audits for specific departments/activities as identified by the IDPL in each quarter.

Note: The above list of compliance checks is inclusive/indicative only. The auditor may need to perform other checks if IDPL makes any such request.

Process of Audit

The team of the CA Firm shall initially segregate the Accounts observations and engage in discussions with the Chief financial Officer to obtain a comprehensive understanding of the underlying issues.

Audit observations that remain unresolved through initial discussions shall be formally communicated in writing to the Chief financial Officer. The written responses received shall be reviewed by the Chief Financial Officer.

Issues or observations involving serious deficiencies or matters requiring urgent attention shall be escalated to the Chief financial Officer, IDPL through a separate formal communication, prior to the issuance of the final Audit Report.

General Terms and Conditions of Contract

Preparation and submission of Tender:

The Tender should be submitted in two parts, i.e., Technical Bid and Financial Bid. For submission of bids, all interested bidders have to submitted sealed envelope as 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” “LTE No.

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IDPL/CO/FINANCE/2025-26 Dt. 07.07.2025” “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” “LTE No. IDPL/CO/FINANCE/2025-26 Dt. 07.07.2025” “Price Bid”.**

iii. Cover (C)

Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscribed as **“COVER-C “LTE No. IDPL/CO/FINANCE/2025-26 Dt. 07.07.2025”**

Other Conditions

The CA Firm shall commence the work within seven (7) days of receiving written email communication/LOI from the IDPL and shall accordingly arrange for the deployment of the team.

The audit team deployed by the CA Firm shall include at least one qualified Chartered Accountant (CA) (Qualified CA minimum 2-3 years experienced in Audit/Taxation/Accounts) along with Accountant (Commerce Post Graduate/Graduate minimum 2-3 experienced years in the large company) to provide opinion, replies & notes to the IDPL in accounting/Taxation and others related activities on daily/regular basis, apart from monthly routine audit/finance/taxation/balance sheet work.

In the event of any change in the team during Accounts work, it shall be the responsibility of the CA Firm to ensure continuity by adequately briefing the new team members on all relevant matters, findings, and background information from previous work.

Notwithstanding the indicative scope of work defined in this bidding document, the IDPL shall finalize the specific scope based on its requirements. This may include the addition or exclusion of certain focus areas.

The CA Firm shall, if required, provide appropriate responses to any queries or clarifications raised by other statutory or external auditors, to the extent such queries relate to areas already covered under the scope work.

All documents and information provided by IDPL are to be treated as strictly confidential. All information collected processed in whatsoever manner provided by the firm to the IDPL in relation to the consultancy shall be the sole property of IDPL.

Bid Evaluation:

- a) 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.
- b) Financial Bid will be opened of only those bidders who qualify in the technical evaluation.
- c) The successful Bidder will be the bidder that quotes the lowest rates. The decision of the IDPL will be final in all respect.
- d) In case the successful Bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
- e) In case of first lowest (L1) is more than one, then it would be at the discretion of the

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IDPL to award the contract to any one CA Firm out of these lowest bidders by giving preference to the CA Firm that has completed the longest period from its date of registration up to the last date of submission of the Tender.

Period of Contract: The contract period will initially be for Six(6) Months. The contract may be extended subject to satisfactory performance at the sole discretion of IDPL. In case the performance of the CA Firm is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by IDPL even before the scheduled time by giving advance notice of one month to this effect. In the event of premature contract termination for reasons mentioned above, the EMD shall be absolutely forfeited.

Exit Clause: Notwithstanding anything contained in any other clause of this Tender, the contract can be terminated by either party by giving one-month notice in writing.

Earnest Money Deposit (EMD): The bidder shall deposit Earnest Money of **Rs. 30,000/- (Rupees thirty thousand only)** through Demand Draft drawn in favor of "Indian Drugs & Pharmaceuticals Ltd. " payable at Gurugram. The Earnest Money Deposit will be refunded to the bidders whose offers have not been accepted. Earnest Money Deposit of the bidder whose Bid is accepted will be kept as a security deposit for a period up to the validity of the contract plus additional three months.

In the event of Bidder backing out before the actual award or execution of the agreement, IDPL will have the right to forfeit the EMD. In case the successful bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.

Sub-Contracting: The CA Firm shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract in any manner except with the specific approval of IDPL.

IDPL shall not have any liability in respect of matters connected with the employment of the personnel deputed/deployed by the CA Firm. The personnel deputed/deployed by the CA Firm shall have no right whatsoever to claim employment or other rights from the IDPL.

The CA Firm shall not enter into/practice/engage in any kind of private work within the campus of IDPL. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.

The CA Firm shall ensure that the auditor deployed by it is disciplined and does not participate in any activity prejudicial to the interest of the IDPL/ Govt. of India/ any State or Union Territory.

Interpretation: All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

Bid Validity: The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.

In case the bidder withdraws, modifies, or changes his offer during the validity period, the Bid is

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liable to be rejected, and the earnest money deposit shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original Tender.

In exceptional circumstances, IDPL may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

Anyone or more of the following actions/ commissions/ omissions are liable to cause summary rejection of Tender:

- Any BID/EMD/received late without conclusive proof that it was delivered before the specified closing time.
- Any conditional bid or a bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the **PRICE BID**.
- Any effort by a bidder to influence the IDPL in the bid evaluation, bid comparison, or contract award decision.

Authority of the person signing the document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, the IDPL may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

Payment of Bills

IDPL shall pay professional fee to the CA Firm, during the term of the contract. The amount due will be calculated according to the rates of payment set and in accordance with other provisions thereof. No other payments shall be due from Company unless specifically provided for in this contract.

All payments will be made in accordance with the following terms.

1. 20% after completion of data entry of accounts in tally ERP.
2. 30% after filing/compliance of taxation work.
3. 50% on completion of work.

Prevailing taxes will be deducted from the payee as per relevant norm imposed by Tax authority

The payment shall be made on the above mentioned % basis after the satisfactory completion of services as per the defined scope and approval of the IDPL. The payment shall be made via cheque (offline mode). Payment for each month shall be released only after adjusting any dues or claims of IDPL for that period. TDS shall be deducted at source as per the prevailing applicable rates.

The rates quoted for the services shall be inclusive of out-of-pocket expenses, travel expenses, lodging and boarding. GST shall be paid extra, as applicable.

ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a

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Sole Arbitrator to be appointed by IDPL.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IDPL to appoint another person to act as Arbitrator in the aforesaid manner. Such a person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties consent to this effect, failing which the Arbitrator shall be entitled to proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.

The venue of arbitration shall invariably be at Gurugram.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non- performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the IDPL as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

PENALTY

Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to 10% on each month as per IDPL discretion which will be deducted/adjusted in bill/security deposit.

IDPL reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

IDPL reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit IDPL.

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Technical Bid
Profile/details of CA Firm/Bidder/Bidder

S.No.	Particulars	Details
1	Name of Tendering CA Firm	
2	Name of the all the Owners/ Partners and ICAI membership numbers	
3	Full Address of registered office with pin code, Telephone Number	
4	Email ID of the CA Firm	
5	Website of the CA Firm, if any	
6	Telephone No. (Office) of top two officials with names, designation and Email ID	
7	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	
8	Letter of authorization in favor of the Partner of the CA Firm authorised to fill, submit and sign the bidding document and all subsequent documents on behalf of the bidding CA Firm	

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Registration & Other Statutory requirement details:

The CA Firm should possess the following statutory requirements:

SL. No.	Particulars	Number / Other Details	Page No. of Supporting Documents Enclosed
1	Registration as a Partnership CA Firm (please specify)		
2	Registration number of the CA Firm of Chartered Accountants and date of registration, along with a Copy of the registration certificate. (self-attested)		
3	Total number of Partners in the CA Firm, their names, date of admission as partners, and membership number with ICAI.		
4	Permanent Account Number (attach self-attested Copy)		
5	GST Registration No. (Attach self-attested Copy)		
6	Any other registration that is mandatory for such a CA Firm stipulated by the concerned public Authorities (if any) (Attach self-attested Copy)		

Certified that all the above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place :

Date :

(Signature of the Bidder/CA firm with seal)

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Eligibility Criteria

Only CA firms meeting the eligibility criteria will be considered for opening the financial Bids. Supporting documents/annexures should be attached with this and must be serially numbered. An index must be made to facilitate quick reference to the relevant page number for the eligibility criteria.

- a. The CA Firm must be a registered CA Firm of Chartered Accountants, and such CA Firm must have existed for a minimum period of 15 years on the last date of submission of the Tender.
- b. The firm should have been empaneled with CAG and should have completed at least two such audit allotted by CAG.
- c. The firm should have minimum 15 (fifteen) years experiences in the field of handling Audit/taxation assignment works in Govt. Department/PSUs. (Preference shall be given to high experienced CA firm/agency) proof of the work shall be submitted.
- d. Proper documents/certificates issued by appropriate authorities must be enclosed.
- e. The CA Firm must have a minimum of 3 Chartered Accountants who have been associated with the CA Firm for a minimum of five years in the capacity of Active Partners as of the last date of submission of the Tender.
- f. The CA Firm shall submit the original EMD in a sealed envelope superscribing this tender name & the name of the CA Firm and the document must reach IDPL before the last date & time of the Bid.
- g. The CA Firm must submit the required details with proof of valid PAN & GST registration.
- h. The total Turnover of the CA Firm in the last three financial years ended on 31.03.2024 must not be less than ₹ 50 Lacs (Rupees Fifty Lacs only) in each of the financial years. Please provide details in the following format:

Financial Year	Total Turnover in Rupees (in words and figures)	Turnover from Accounting Work & Audit/ Statutory audit services in Rupees (in words and figures)
2021-22		
2022-23		
2023-24		

- i. The CA Firm should possess all mandatory statutory requirements mentioned in technical bid and eligibility criteria.
- j. There should be no case pending with the police against the CA Firm/Partner/Director/employee and should not be blacklisted by any Govt agency. An undertaking to this effect on the CA Firm's letterhead should be attached.
- k. No price should be specified in the technical Bid. Including such information will entail the rejection of the Bid.

NOTE: All third-party certificates should be duly signed and stamped by the bidding CA Firm.

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Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the Bidder with seal)

PRICE BID (Cover-B to be sealed separately by the bidder)

Sl.No	Name of Work	Rate (Amount in Rs.)	GST@.....	Total Amount (Rs.)
	Total Amount in Rs.			

Rs. In Words _____

Terms and Conditions for Financial Bid

1)	Fees are to be quoted in Indian rupees (₹) only, excluding Goods & Service Tax (GST)
2)	GST will be paid extra if applicable.
3)	Travel expenses shall be reimbursed extra, as per IDPL TA & DA rules (as per consultant eligibility in case of official tour)
4)	All the reimbursements shall be made on the production of the receipt/claim/invoices only.
5)	The financial bid shall not be considered valid for partial or non-bidding and shall be summarily rejected for further evaluation.
6)	Income Tax (TDS) and GST (TDS), if applicable, will be deducted at the source as per applicability.
7)	The bid is valid for a minimum period of 90 days from the last date of submission of a bid.
8)	The Technical Bid(cover-A) & Price Bid(Cover-B) is part of this tender document. The violation of any condition shall be treated as a breach of contract.
9)	All services are to be carried out as per the details in the tender document.
10)	The Fees quoted should be all inclusive. No further charge /fee /other expenses will be paid by IDPL.
11)	Amount will be written in both figures and words. If there is any difference between figures and words, the words will prevail.
12)	In case of parties quoted similar rates, preference will be given to those have maximum years of experience and CA firm near to the Corporate Office, Gurugram.

Signature with Seal/Stamp of the CA Firm.