



INDIAN DRUGS & PHARMACEUTICALS LTD

Registered Office: - IDPL Complex, Dundahera, Old Delhi Gurgaon Road, Gurgaon- 122016 (Haryana)

Tel.No. 0124-4143741

F.No.11003 (5)/2018-IDPL

Subject: - Quotation for One time completion and compliance of pending work of IDPL, its subsidiaries companies and Joint Venture Company in terms of Companies Act 1956 and amendments including updation of records of all the Companies on the MoCA portal.

1. IDPL(Indian Drugs & Pharmaceuticals Ltd. is a Central Government Public Sector Undertaking (CPSE) set up in 1961 with Drug manufacturing Plants in Gurugram, Rishikesh and Hyderabad.
2. It has two 100% Subsidiary Units i.e. IDPL (Tamil Nadu), Chennai and BDOCL (Bihar Drugs & Organic Chemicals Ltd., Muzaffarpur (Bihar). IDPL also has one Joint Venture (ODCL) with a Govt. of Odisha Undertaking (IPICOL) in Bhubaneswar, Odisha.
3. IDPL and its Companies have been closed down by Union Cabinet decision of Dec 2016. All production activities have been stopped and the winding up process is on. As per Govt orders, all financial liabilities except VRS (already implemented) will be met from sale of land and movable assets.
4. **IDPL is looking to avail the services of a Consultant (Company Secretary) for carrying out One time completion and compliance of pending work of IDPL, its subsidiaries companies and Joint Venture Company in terms of Companies Act 1956 and amendments including updation of records of all the Companies thereof on MoCA portal. The Consultant-Company Secretary will perform following tasks:-**

One time Job Work:-

There is pendency for past few years in compliance requirements as per Companies Act 1956 and amendments including updation of records on MoCA portal in respect of IDPL, Subsidiary Companies and JV Company. The task also involves preparing Statement of Case/ seeking condonation and sanction of the Competent Authority. The above task is to be completed as a one time job work by the consultant CS for which a **one-time lump-sum fee may be quoted in respect of all IDPL Companies**. Detailed scope of work for carrying out pending compliances and updation of records on MoCA portal falls as under:-

- a) Inspection of available records on Ministry of Corporate Affairs (MCA) portal and carry out full compliance and updation of records as per the provisions of The Companies Act, 2013 since continuing pendency for IDPL, Subsidiary Companies and JV Company.
- b) Inspection of records and preparation of a Search report to identify the gap between required compliance and compliance made.
- c) Preparation of Note for departmental approval clearly setting out the gaps and obtaining required approval from various authorities including Courts.
- d) Filing the Application/Petition in National Company Law Tribunal (NCLT) and High Court, if required including hiring Advocate assists him in drafting the petition and preparation for arguments.
- e) On approval from the NCLT/High Court, preparation of documents complete the requirements for filing of the same with Registrar of Companies, Ministry of Corporate Affairs and with other Authority(ies) if directed by the NCLT and High Court etc.

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- f) Liaisoning with the Registrar of Companies for clearing out the backlog.
- g) Penalties and government fees will be paid upfront for clearing the backlog.
- h) In case of tour, the consultant will be eligible for TA & DA as per IDPL TA & DA rules applicable to DGMs or equivalent.

5. CS Qualifications and other terms & conditions:-

- i. **Membership with Institute of Company Secretaries of India** – The CS should have minimum 03 years experience in relevant field preferably in CPSU.
 - ii. The place of work will be presently at IDPL Corporate Office Gurgaon.
 - iii. The CS must ensure that they possess the required qualifications and experience in the relevant field for the post applied.
 - iv. The Offer will stand cancelled in case of following:-
 - a) Documents submitted by the CS are found to be incorrect.
 - b) False information has been provided/submitted.
 - c) Any material fact(s) has been suppressed.
 - v. Any of the above detected even after acceptance of offer, his/her services are liable to be terminated.
6. Eligible/Interested Company Secretary are requested to send their quotation in **sealed envelope** alongwith copies of the testimonials in support of Educational Qualification, Age and Experience addressed to Personnel Manager, IDPL, Corporate Office, IDPL Complex, Old Delhi-Gurgaon Road, Dundaheera, Gurgaon – 122016 latest by **15th March, 2021**. The envelope containing the quotation should be superscribed ***“Quotation for the Part-time consultant Company Secretary”***.

Note: - The submitted quotation will be opened by a constituted committee and offers from only qualified CS with lowest quotation will be considered.

Personnel Manager
Tel. No. 0124-4143741

QUOTATION FOR PART-TIME CONSULTANT COMPANY SECRETARY

Personal Information

Name: _____

Father's /Husband Name: _____

Gender: _____

Date of Birth: (DD/MM/YYYY) _____

Nationality: _____

Present Address: _____

Distt. _____ State _____ PIN _____

Permanent Address: _____

Distt. _____ State _____ PIN _____

E-Mail Address _____

Contact No. _____

Academic Background

(a) **Academic Background** (Please start from highest qualification and go in descending order)

Degree Passed	Passing Year	Subjects	University/Board	Grade / Div

Employment History (Please start from your recent job and go in descending order)

Name of Organization/ Institution	Post held with Emoluments/ Salary (Per Month)	Job Profile (Nature of work)	Relevant Experience (in years)		
			From	To	Total Exp.

(Pls attach additional sheets, if required).

One time pending work of IDPL, Subsidiaries Company and JV Company.

Scope of work	ONE TIME FEE
<p>Since there is pendency of compliance requirements as per MoCA and Companies Act in respect of IDPL, Subsidiary Companies and JV Company and updation of records for past few years and also involves preparing Statement of Case/obtaining condonation and sanction of Competent Authority, the same is required to be completed as a one time job work by the consultant for which one-time fee may be quoted. Scope of work for past pending compliances falls as under:-</p> <ul style="list-style-type: none">i) Inspection of available records on Ministry of Corporate Affairs (MCA) portal and carry out full compliance and updation of records as per the provisions of The Companies Act, 2013 since continuing pendency for IDPL, Subsidiary Companies and JV Company.j) Inspection of records and preparation of a Search report to identify the gap between required compliance and compliance made.k) Preparation of Note for departmental approval clearly setting out the gaps and obtaining required approval from various authorities including Courts.l) Filing the Application/Petition in National Company Law Tribunal (NCLT) and High Court, if required including hiring Advocate assist him in drafting the petition and preparation for arguments.m) On approval from the NCLT/High Court, preparation of documents complete the requirements for filing of the same with Registrar of Companies, Ministry of Corporate Affairs and with other Authority(ies) if directed by the NCLT and High Court etc.n) Liaisoning with the Registrar of Companies for clearing out the backlog.o) Penalties and government fees will be paid upfront for clearing the backlog.	<p>Do not quote fees in parts. Quote one time lump-sum total fee for completion of entire pending compliance task including updation of records on MoCA portal in respect of IDPL, Subsidiaries and JV Company.</p>

Signature

Date:-