



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 the position of Part-time consultant-Company Secretary on retainership basis - reg

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 Bhubaneshwar, 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 hire the service of Part-time consultant – Company Secretary on retainership basis for initial fixed period of six months and renewal further on satisfactory performance. The part-time consultant-Company Secretary will perform following parts of duties:-

Part – A: - Regular work to be performed:-

- i. The consultant shall look after the function of the Board Secretariat in capacity of Company Secretary of the Company and its subsidiaries and Joint Venture Company and discharge and ensure compliance all statutory and other obligations as required.
- ii. Preparing of Board meeting agenda of IDPL, 100% Subsidiary Company and JV Company, approval of same from CMD, circulation to concerned stake holders, fix date and time of meeting, conduct the same atleast once in a quarter and prepare Minutes thereon and obtain approval of CMD. All other mandatory compliances are to be ensured are met for all four Companies in time.
- iii. The consultant shall also carry out any other compliance mandatory as per Companies Act and MoCA or any assignment given by the Competent Authority from time to time.
- iv. In case of tour, the consultant will be eligible for TA & DA as per IDPL TA & DA rules applicable to DGMs or equivalent.

Part – B: - One time work:-

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 Statement of Case/ condonation and sanction of 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:-

- 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 assist 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.
- f) Liasoning with the Registrar of Companies for clearing out the backlog.
- g) Penalties and government fees will be paid upfront for clearing the backlog.

5. Qualifications and other terms & conditions:-

- i. **Membership with Institute of Company Secretaries of India** – Candidate 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 Candidates must ensure that they possess the required qualifications and experience in the relevant field for the post applied.
 - iv. The Candidature will stand cancelled in case of following:-
 - a) Documents submitted 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 appointment, his/her services are liable to be terminated.
 - vi. The above post is purely on retainership basis for an initial period of six months which may be extended further as per requirement and review of performance.
6. Eligible/Interested candidates 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, Dundahera, Gurgaon – 122016 latest by **5th February, 2021**. The envelope containing the quotation should be superscribed "**Quotation for the position of Part-time consultant Company Secretary**".

Note: - The submitted quotation will be opened by a constituted committee and only qualified candidate with L-1 quotation for part A, part B, together or separately or singularly will be considered.


Personnel Manager
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