



INDIAN DRUGS & PHARMACEUTICALS LTD

CIN No. U24231HR1961GOI003418

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

Tel.No. 0124-4143741

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

Date: - 6th April, 2021

Engaging Practicing Company Secretary/Firm Company Secretary 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.
- 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. Qualifications and other terms & conditions:-

- i. Practicing Company Secretary/Firm of Practicing Company Secretaries as its partner, having an experience of minimum 03 years experience in relevant field, preferably in CPSU.
 - ii. The CS must ensure that they possess the required qualifications and experience in the relevant field.
 - iii. 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.
 - iv. Any of the above detected even after acceptance of offer, his/her services are liable to be terminated.
 - v. The place of work will be presently at IDPL Corporate Office Gurgaon. In case of tour, the consultant will be eligible for TA & DA as per IDPL TA & DA rules applicable to DGMs or equivalent.
 - vi. No advance payment will be made. Payment will only be made in instalments on receipt of clear and undisputed invoice/bill after satisfactory completion of one time pending work of each company as given below: -
 - a. On completion of the pending work of each Company – 20%**
 - b. Completion of all pending work of all four Companies – Remaining full and final payment.**
 - vii. The submitted bid will be opened by a constituted committee and offers from only qualified CS with lowest quotation will be considered.
 - viii. The bids received after the deadline for submission of bids prescribed by the IDPL will be rejected and such bids shall be marked as late and not considered for further evaluation.
 - ix. In the process of evaluation, comparison of bids, Indian Drugs & Pharmaceuticals Ltd reserves the right to reject any or all bids.
6. Eligible/Interested practicing Company Secretary/Firm Company Secretary may submit their duly sealed bid in prescribed format given below by post or by hand 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 within **21 days** from the date of publishing of LTE on website of the Company. No bids after the last date shall be entertained i.e. 26.04.2021. The envelope containing the bid should be superscribed '**Bid - Engaging Practicing Company Secretary/Firm of Practicing Company Secretaries**' for completing Pending Work.

Personnel Manager
Tel. No. 0124-4143741

**BID FOR ENGAGING COMPANY SECRETARY FOR ONE TIME PANDING WORK OF IDPL, ITS
SUBSIDIARY COMPANIES AND JOINT VENTURE COMPANY**

Personal Information of practicing Company Secretary

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. _____

Details in case of Firm Company Secretary:-

Name of Practicing Company Secretary Firm _____

Firm Registration No. _____

Date of Registration with the Institute of CS _____

Registered Office Address _____

Telephone Number _____

E-mail id _____

PAN No. _____

GST No. _____

Academic Background of Company Secretary

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

Degree Passed	Passing Year	Subjects	University/Board	Grade / Div

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Employment/Experience 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 note 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>

Note: Bid has to submit the details with documentary evidences. The documents attached to the offer must be serially numbered and duly signed.

Signature

Date:-