

Phone No. : 2783400, 2783401 2783392
Fax No. : 2783311
E-Mail : ipclab@vsnl.net
Website : www.ipc.gov.in

**INDIAN PHARMACOPOEIA COMMISSION
MIN. OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA
SECTOR -23, RAJ NAGAR, GHAZIABAD - 201002**

No. IPC/2004/2018-19

Dated: July 30, 2018.

**Sub.: Audit and Certification of Annual Accounts of the Indian Pharmacopoeia Commission,
Ministry of Health & Family Welfare, Govt. of India – regarding.**

Dear Sir/Madam,

The Indian Pharmacopoeia Commission (IPC) intends to appoint a Chartered Accountants Firm, empaneled with Comptroller and Auditor General of India to conduct Statutory Audit of the Institute for the financial year 2017-18. In this regard, your name is one amongst the other firms of Chartered Accountants recommended by the O/o the Comptroller & Auditor General of India vide their letter No. 623/CA-V/F/58-2018 dated 27-07-2018.

A. General Descriptions:

1. The Indian Pharmacopoeia Commission (IPC) is an Autonomous Institution under the administrative control of the Ministry of Health & Family Welfare, Govt. of India. The main area of IPC is to deal with matters relating to timely publication of the Indian Pharmacopoeia, which is the official book of standards for drug included therein, in terms of the Second Schedule to the Drugs and Cosmetics Act, 1940. The books specify the standards of identify, purity and strength of the drugs imported, manufactured for sale, stocked or exhibited for sale or distributed in India. The mandate of the Commission is to perform, *inter-alia*, functions such as revision and publication of the Indian Pharmacopoeia and National formulary of India on a regular basis besides providing IP Reference Substances and training to the stakeholders on Pharmacopoeial issues. The Commission has become fully operational from 1st January, 2009.
2. The Commission is registered under the Societies Registration Act, 1860 and fully funded in the form of Grant-in-Aid provided by the Ministry of Health and Family Welfare, Govt. of India. As per Clause No. 65.1 and 65.2 of the Commission's Bye-Laws, the Annual Accounts of the Commission are to be maintained as may be prescribed by the Govt. of India and it will be audited annually by the Chartered Accountants appointed as a Statutory Auditors and which is also subject to audit by the Comptroller & Auditor General of India (CAG) as per the provision of General Financial Rules (GFR).
3. The Power for appointment of the Statutory Auditor vest with the Governing Body of the Commission and its decision in this matter will be final and binding.
4. The initial tenure of the Statutory Auditor shall be for one year and it may be extended further for a period of two years on year to year basis subject to satisfactory performance with the approval of the Competent Authority.

B. Scope of Works:

B.1. Main Activities

1. Auditing and Certification of the Annual Accounts comprising of the Balance Sheet, Receipts & Payments Account and Income and Expenditure Account and other related Schedules/details forming part of the Annual Accounts.
2. The vouching of all types of vouchers and verification of other necessary records need to be carried out on 100% basis.
3. The professional assistance of your trained officials to be provided for preparation and finalization of Annual Accounts, all relevant schedules including updating of Fixed Assets register in soft copy and computation of the depreciation as per norms thereon etc.
4. The Commission is register U/s 12AA of the Income Tax Act, 1961. The Income Tax Returns for the respective Financial Year is required to be prepared and filed by the Statutory Auditor.
5. The Commission is also maintaining separate books of account for General provident Fund Accounts of their employees. Presently, there are about regular employees subscribing to the Indian Pharmacopoeia Commission-General provident Fund (IPC-GPF).

B. Other Terms and Conditions:

1. **The evaluation of bids will be done on the basis of the technical/professional competence of the firm in the audit of the Central Govt. Autonomous bodies, Govt. Institutions, Govt. Statutory Bodies and lowest rates quoted.**
2. Yours firm name is one amongst the others nominated firms of Chartered Accountants referred by the office of the Comptroller & Auditor General of India (CAG) and other nominated firms may also quote to undertake the above works.
3. In case, your firm is interested in undertaking the above works, sealed offer, quoting the Competitive Remuneration/ Fees in Annexure-1, may be submitted latest by 4.00 p.m. on 07-08-2018 in a sealed cover Super-scribed the envelope as "Offer for Audit and Certification of Annual Accounts of IPC No. F. 8-37/2017/IPC" addressed to "The Director, Indian Pharmacopoeia Commission, Sector-23, Raj Nagar, Ghaziabad-201002.".
4. The following details/information shall be provided along with the officer:
 - (i) Copy of the Registration No. of the firm for practising as Chartered Accountants profession in India.
 - (ii) Brief profile of the firm including details about the number of the partners, full time employed Chartered Accountants and their working experience with field of expertise etc.
 - (iii) The continuous period of firm in audit profession.

- (iv) Details of the clients, preferably the Central Autonomous bodies, Govt Institutions, Govt. Statutory Bodies and PSUs whose accounts are audited during immediate five (05) preceding years and list of other reputed Private Organization/ Clients.
 - (v) The strength of the other supporting staff.
 - (vi) The minimum time required for auditing and certification, whether the work will be undertaken and completed in one go or in stages. Preferably the work for Auditing and Certification of Annual Accounts are to be completed within a **month's time** from the date of assignment of the work.
 - (vii) Remuneration/ Fee for auditing and certification of the Annual Accounts for Current Year 2017-18 as well as for the subsequent 2 (two) years, in case re-assignment of the work may be submitted in **Annexure-1**, in **Separate Sealed Cover** by putting the same in the other sealed envelope having other relevant details.
5. The copy of this tender enquiry duly signed and stamped shall also be submitted along with the offer in token of acceptance of the terms and conditions of the tender.
 6. Conditional offers will not be entertained for evaluation.
 7. Further, expert advice on any accounting/ taxation matters may also be sought as and when required.
 8. It will be appreciated, if, before quoting your offer, to understand the actual quantum of the works i.e. number of vouchers, bills payments and other transaction may be assessed from the Finance Section of the institute during the working hours.
 9. It may be noted that the said works are need to be carried out in the Institute premises at IPC Campus, Sector-23, Sanjay Nagar, Raj Nagar, Ghaziabad-201002 (U.P.). However, all necessary assistance to carry-out the work smoothly will be provided by the institute.
 10. The institute reserves the right to reject/cancel any/all offer(s) without assigning any reason thereof.

Yours faithfully

(Chandan Kumar)
Finance & Accounts Officer
For Secretary-cum-Scientific Director

Annexure-I

The interested CA Firm may quote their competitive Remuneration/Fee in the following format

Sl. No.	Description of Work	Amount in Rs. (figure & words)
A.	Main Activities	
(i)	Remuneration/Fee for preparation, finalization, auditing and certification of the Annual Accounts including preparation and filling of Income Tax Return & for Pension Accounts. (Detail scope of work given in Para No. B.1 of the bid letter)	
(ii)	Remuneration/Fee for preparation, finalization, auditing and certification of the Annual Accounts of NIB-General Provident Fund. (Detail scope of work given in Para No. B.1 of the bid letter)	
	Sub-Total (i)+(ii)	
(iii)	Total Remuneration/Fee for both (i) & (ii) above for F.Y-2017-18	
(iv)	Total Remuneration/Fee for both (i) & (ii) above for F.Y-2018-19	
B.	One Time Activities	
(i)	Remuneration/Fee for finalization & auditing of project accounts for Survey of the Extent of the Problem of Spurious and Not of Standard Quality (NSQ) Drugs. (Details scope of work given in Para No. B.2.i of the bid letter)	
(ii)	Remuneration/Fee for finalization & auditing of Project accounts for Hemovigilance Programme (HvPI). (Detail scope of work given in Para No. B.2.ii of the bid letter)	
	Sub-Total (i)+(ii)	
	GRAND TOTAL (A+B) (Main and One Time Activities)	
	ServiceTax (if applicable)_____%	

Note:-

1. The validity of this quotation should be 120 days from the last date of submission.
2. The remuneration/fee quoted above shall be inclusive of all expenses/ charges except GST.
3. Taxes and duties, if applicable, may be quoted separately.
4. Payment will be made on completion of the assigned work and TDS as applicable will be deducted as per rules.