

Haffkine Procurement Cell & Pharma & Other Cell

Precis and Notice, EOI

PART A: Empanelment of Professionals for various services at HBPCL

HBPCL intends to empanel firms, Professions, startup, incubator, legal person etc. Henceforth called as entities, who have an established track record of providing following services.

- 1) Company Secretary
- 2) Chartered Accountant
- 3) Legal Advisor
- 4) Architects
- 5) Other solution providers which are required for Haffkine working.
- 6) Computer Hardware

The overall objective of this empanelment process is to empanel capable and qualified consulting entities. The empanelled consultants shall be responsible for assisting Company in above areas. Request for Empanelment (RFE) intended to result in the selection of a panel of Consultants & entities. The responses received pursuant to RFE will be evaluated as per the criteria specified the RFE and the qualified Consultants & entities will be placed on the panel. The nature, quantum and Scope of work for specific services will evolve depending upon the requirements of the Company. Under these circumstances, the panel to be selected in pursuance of RFE would be utilized for a period of 3 years from the date of formation of the Panel.

As and when specific tasks for consultancy services are identified, the empanelled entities shall be asked to submit their offers for the same. In this context, HBPCL intends to select consulting firm/organization following due procedure. The Respondent shall be invited to submit a Technical Proposal. The Proposal will be the basis for empanelment of Consultants.

It is propose to give advertisement in widely published newspaper to take further action in the matter. The draft notice for empanelment prescribing various terms and conditions is attached herewith along with draft newspaper advertisement.

PART B:

Process and Panel Formation Invitation for Fintech solutions.

1. The Chartered Accountant Act, 1949, the Government of India via Parliamentary Act has given mandate of Chartered Services.
2. ICAI is a professional body with website: www.icai.org, the governs the said Chartered Services under the Act.
3. Money and Accounting: The Union List of the Constitution of India is a list of 97 items given in the seventh schedule of the Constitution of India on which the Parliament has exclusive power to legislate, also the residual powers remain with Union Government.

Point No. 36 - Currency, coinage and legal tender; foreign exchange.

Point No. 66 - Co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions.

Point No. 76 - Audit of the accounts of the Union and of the States.

Point No. 92A - Taxes on the sale or purchase of goods other than newspapers, where such sale or purchase takes place in the course of inter-State trade or commerce.

Point No. 92B - Taxes on the consignment of goods (whether the consignment is to the person making it or to any other person), where such consignment takes place in the course of inter-State trade or commerce.

Money, Banking, Finance and Accountancy is a Union List topic in Constitution.

4. The ministry of Company Affairs has issued accounting standards for accounting of transactions. The Indian Accounting Standards (Ind AS), as notified under section 133 of the Companies Act 2013, have been formulated keeping the Indian economic & legal environment in view and with a view to converge with IFRS Standards, as issued by and copyright of which is held by the IFRS Foundation. The said Accounting Standards are mandatory in nature and are mentioned in website: <https://www.mca.gov.in/content/mca/global/en/acts-rules/ebooks/accounting-standards.html>
5. Article 112 of the Constitution of India deals with the annual financial statements. According to Article 112, a statement of estimated receipts and expenditure of the

Government of India has to be laid before the Parliament in respect of every

financial year which runs from April 1 to March 31. Under Constitution the provisions of Income Tax and GST have specifically brought about features about Account, Accountancy, Assessee, GST, TDS, Income Tax, TCS which are operating very differently because of technological developments in their respective fields. In Government scenario after 1950 from early decades number of Chartered Accountants and technology solutions are increasing, the mode of government operation was through treasury and finance and accounting officers. Now we have come to an age where computerized Chartered Services have become the benchmark and the assessee is required to file return, deposit taxes, collect taxes within a time frame of weekly, monthly, quarterly and annually basis, otherwise there are individual and personal penalties on DDOs [Drawing and Distributing Officer]. All adjudication under The Companies Act, The Income Tax Act and other allied laws and regulations are tuned up to modern standards.

6. With Startups, incubators, banking protocol, IMF, World Bank from Credit and Debit point of view complex financial instruments have evolved and they are at par with international practices.
7. Today all complicated technologies, finances have evolved in such a way that the legal complexity has evolved in enormous way. For example, if a medical instrument is procured at Mumbai it is imported from out of India, Capital outflow is from another country and international protocols come into picture. Therefore, compliance of these accounting standards is compulsion.
8. The prevention of corruption act, the prevention of money laundering act and most of the financial jurisprudence is based on burden of proof on the Assessee. In this case it is corresponding government office and its office bearers. Documentation practices has to be order of day. Hence provenance similar or related to block chain type technology should be maintained. Government of Maharashtra has already issued GR & initiated efforts.
9. For Example: Typical problem in government arises because, 3 component structure of every transaction. i.e. money, information and specific requirement of transaction. T= (M, I, S) are complicated.

Example: In case of AC / DC Bills the user is using decentralized financial system, the agent Haffkine is using centralized procurement module and treasury and CAG is following tender procedure rules which were made in different time by different organization. At the end of the day, being a public order, we are supposed to

coordinate and bring consistent account of all transactions by the stakeholder. Thereby creating complexity. So, till reforms are carried out we should maintain anAC / DC Cell and provide corresponding Chartered Services. Hence professional solutions are required.

10. Chartered Accountant (CA) Scope of work:

- Bio-Pharma Company, Article of Association
- Improving HBPCL, Advisory, bringing into profit & sustainability
- Fintech Analysis
- Sales Increases
- CVC Compliance
- GFR Compliance
- JRCP (Judicial Review Complaint Procedure)
- Procurement Advisory
- Reforms
- E-Governance Policy
- Residual Matter
- Integrated legal & Financial advice
- Pre-Audit
- AC-DC Bills
- Tender Taxonomy
- Reports
- Certifications
- CSR
- Startup Innovation class solution
- System integration solution
- Consultation
- Knowledge solutions
- Time to time needs
- Customisation needs
- Other

Entire dossier of Haffkine is enclosed which consist of problem statement, previous efforts, minutes, guidelines etc.

CA / professionals are requested to go through the dossier. This invitation should be given wider publicity through Bombay Chartered Accountants Association, CAG, ICAI, Government empanelled associations, advocates and lawyers empanelled in government setup so as to form a panel.

w.r.t percentage above & below of the scheduled given by ICAI, please send your Bio-data & details for empanelment.

The ICAI has introduced a notification for Minimum Recommended Fees for its members published on website:

<https://cmpbenefits.icai.org/wp-content/uploads/2020/02/Details-download.pdf>

PART C:

General Scope of work other than Fintech

- TQM
- Logistics
- Collaboration
- Corporate Governance
- Procurement
- Pharma needs
- Haffkine Hub
- Mashelkar Plan
- Factory office need
- Sports
- Guesthouse
- Seminar meeting office need
- IT ITES
- Housekeeping with goods, FMS
- Improvements of Haffkine
- Small works
- Interior ergonomics
- Welfare
- Prefab
- Aggregator class solution
- Past precedents and website for background information
- Tools for aims and objectives
- Other

EXPRESSION OF INTEREST

NOTICE INVITING APPLICATIONS FOR EMPANELMENT

Haffkine Bio-Pharmaceutical Corporation Limited (HBPCL) invites Expression of Interest (EOI) for Empanelment of Company Secretary, Architects, Legal Advisor & Chartered Accountant, other service providers, solution provider & entities as per documents attached & website for overall need of for assisting / guiding Company in respective areas from interested firms/professionals / individuals/ entities/ startup/ incubator etc. The prescribed application format can be downloaded from www.vaccinehaffkine.com

The interested who desire to be considered for empanelment and meeting the eligibility criteria may submit their application/Expression of Interest in prescribed format **“System Integration Cell, GAD, Haffkine Bio-Pharmaceutical Corporation Limited, Parel, Mumbai-12”**.

Acharya Donde Marg
Parel, Mumbai -400012
e-mail - gad@vaccinehaffkine.com

Annexure-I

**Application Form for Empanelment of Practicing Chartered Accountant/ Firm/
Entities/Startup/ Incubators**

Sr. No	Particulars	Details
1.	Name of the Firm/ Person/ Company/ Start-up/ Solution provider/ Incubator & Entities.	
2.	About you brief PPT	
3.	Date of Registration Organisation Details	
4.	Address and Contact details, email, Phone Number etc. [Please provide self-attested copy of address proof]	
5.	GST Number (Please enclose copy of GST Certificate)	
	PAN Number (Please enclose copies of PAN Card)	
6.	Financial ITR details	
7.	PITCH document, PPT	
8.	Qualification of the Proprietor / Partners; Full Time Employees	
	ANY OTHER RELEVANT INFORMATION	
9.	Any other relevant information such as profile, awards, achievements, membership in any statutory committees, organizations etc. along with documentary evidence.	

Email Id:

Sign:

Mobile No:

Date:

Name:

PART D:

Since effort estimation and long-term arrangement will take time before a stability is achieved in eco system making a long-term contract, scope of work is statistically difficult, therefore it has been decided that out of the panel those professionals who are working on day basis or task basis are to be hired for short term should be deployed against the notified payment of minimum schedule or reference rate-based quotes. And after some initial stability in eco system is achieved then long-term specific arrangements can be made.

Since in this case there is no established market or fixed problem or solution statement exist perfectly, based on effort estimation and reference rate system work should be get done from professionals under the reference rate attached above as a time being urgent arrangement.

Till the GAD completes all empanelment & systems. The reference rate available across the Government of Maharashtra or Government of India bodies will be taken for the references for urgency.

Process will be continuous and will view by TFC every 1st day of every working day 12 noon at GM office. GAD & TFC will act as system integrator.

Empowered Committee Members:

- GM-Production –HBPCL
- GM-Procurement Cell
- Manager GAD–HBPCL
- Manager Accounts- Procurement Cell
- Others as per need

Haffkine Biopharmaceutical Corporation Ltd

SCOPE OF WORK – 1 –Maker

Subject: Payment file taxonomy List 17 to List 21 and related matters please see list

1. Please find attached herewith Dossier which explains the overall background of working of Procurement Cell at Haffkine Bio-Pharmaceutical Corporation Ltd along with time-to-time proceedings, GR, Minutes and brief history of Procurement Cell.
2. The Chartered Services are invited for Pre-Audit.
 - a. Prepare Checklist before making Payment to Concerned Party.
 - b. Generate Unique Document Identification Number [UDIN] for each disbursement.
 - c. Issuing Pre-Audit Orders
 - d. Approximate work for DMER cases completing work of approx. 600 files on urgent basis.
 - e. Working 'Physically'/ e-working at Haffkine Bio-Pharmaceutical Corporation Ltd – Procurement Cell, Parel, Mumbai
 - f. No. of Accountants will be deployed by CA for early completion of work within the time frame.
 - g. As per Outsourcing Contract of Haffkine Bio-Pharmaceutical Corporation Ltd Payment to Deployed Accountants will be paid by Procurement Cell to CA on the rate prescribed.
 - h. Selection of Accountant, training and work certification has to be done by CA with his responsibility.
 - i. Logistics, Out of Pocket Expenses, Printing, Internet, all other arrangements for working will be done by Haffkine Bio-Pharmaceutical Corporation Ltd- Procurement Cell.
 - j. The Quotation Rate should include work of CA as a Professional Chartered Services under Chartered Accountants Regulation Act, 1949.
 - k. Accountability of CA will be coterminous with Public Servants.
 - l. Other Details are included in the Dossier.

Haffkine Biopharmaceutical Corporation Ltd

SCOPE OF WORK – 1 – CHECKER

Subject: DMER AA 31 March GR P.Files

1. Please find attached herewith Dossier which explains the overall background of working of Procurement Cell at Haffkine Bio-Pharmaceutical Corporation Ltd along with time-to-time proceedings, GR, Minutes and brief history of Procurement Cell.
2. The Chartered Services are invited for Pre-Audit.
 - a. Prepare Checklist before making Payment to Concerned Party.
 - b. Generate Unique Document Identification Number [UDIN] for each disbursement.
 - c. Issuing Pre-Audit Orders
 - d. Approximate work for DMER cases completing work of approx. 600 files on urgent basis.
 - e. Working 'Physically'/ e-working at Haffkine Bio-Pharmaceutical Corporation Ltd – Procurement Cell, Parel, Mumbai
 - f. No. of Accountants will be deployed by CA for early completion of work within the time frame.
 - g. As per Outsourcing Contract of Haffkine Bio-Pharmaceutical Corporation Ltd Payment to Deployed Accountants will be paid by Procurement Cell to CA on the rate prescribed.
 - h. Selection of Accountant, training and work certification has to be done by CA with his responsibility.
 - i. Logistics, Out of Pocket Expenses, Printing, Internet, all other arrangements for working will be done by Haffkine Bio-Pharmaceutical Corporation Ltd- Procurement Cell.
 - j. The Quotation Rate should include work of CA as a Professional Chartered Services under Chartered Accountants Regulation Act, 1949.
 - k. Accountability of CA will be coterminous with Public Servants.
 - l. Other Details are included in the Dossier.

Scope of Work –Pharma – Haffkine Biopharma and Haffkine Ajintha Pharmaceuticals Ltd.

- a. Internal Audit Reconciliation at Pimpri, Jalgaon and Mumbai with Books of Accounts and Submission of Detailed report.
- b. This Reconciliation should be prepared based on documents produced by the Management before the Auditor for preparing such Reconciliation Statements. CA should certify statements based on primary documents.
- c. Working ‘Physically’ at Haffkine Biopharmaceutical Corporation Ltd- Procurement Cell, Parel, Mumbai
- d. Number of Accountants will be deployed by CA for early completion of work within the time frame.
- e. As per Outsourcing Contract of Haffkine Bio-Pharmaceutical Corporation Ltd, Payment to Deployed Accountants will be paid by Cell to CA on the rates prescribed.
- f. Selection of Accountant, training and work certification must be done by CA.
- g. Logistics, Out of Pocket Expenses, Printing, Internet, all other arrangements for working will be done by Haffkine Biopharmaceutical Corporation Ltd -Procurement Cell.
- h. The Quotation Rate should include work of CA as a Professional Chartered Services under Chartered Accountants Regulation Act, 1949.
- i. Accountability of CA will be coterminous with Public Servants.
- j. Other Details are included in the Dossier.
- k. Making various financial statements for decision making.
- l. Compliance
- m. BOD support
- n. Files and proposal support

Scope of Work – FINTECH

- a. Provide Professional Advisory Services to bring Institution into profit and out of Loss.
- b. To assist in the ‘Mashelkar Plan’.
- c. To assist in creating, Quantifying and Managing Intellectual Property. Harvesting Intangible assets.
- d. Valuation of IP and AS26
- e. Administration of Intangible intellectual property practically.
- f. FINTECH solution
- g. Startup incubator GOI web-based solutions and support
- h. To assist in Atal Innovation Centre guideline implementation and getting Grant from GOI as well as COE
- i. To draft a plan for getting the Centre of Excellence.
- j. Long Term Capital Management
- k. Human Resources Accounting. MARS
- l. HR practices to bring the company out of loss.
- m. Files proposals and decision support.
- n. GOI GOM compliances

Scope of Work - Computer Hardware (Event, Aggregation ITES Haffkine Procurement Cell)

- a. ITES
- b. Events
- c. Licences
- d. Services
- e. FMS
- f. Security
- g. Recharge
- h. Data operability
- i. Hardwares
- j. Troubleshooting
- k. Others

The empaneled entities to quote on service charge from source to office end to end solution.

On

letterhead

Quotation

To
Manage
r
Haffkine cell

With respect to scope of work given, our quotes are as below.

No	Scope of Work	Price Words and Letters

We undertake to work as per terms and
conditions.Thanks, and regards

Sign:

Name:

Mobile:

Email: