कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान
रसायन एवं पेट्रोरसायन विभाग
रसायन एवं उर्वरक मंत्रालय, भारत सरकार
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आईपीएफटी
IPFT
कीटनाशक अनुसंधान में उत्कृष्टता सृजन
Creating Excellence in Pesticide Research

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Institute of Pesticide Formulation Technology
Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers. Govt of India
Sector-20, Udyog Vihar, Gurugram - 122 016 (Haryana)
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NOTICE FOR SUBMISSION OF EXPERSSION OF INTEREST (EOI)

INVITATION FOR SUBMISSION OF EXPERSSION OF INTEREST (EOI) BY THE CHARTERED ACCOUNTANT FIRM FOR CONDUCTING PHYSICAL VERTIFICATION OF ALL CAPITAL ASSETS OF INSTITUTE OF PESTICIDES FORMULATION TECHNOLOGY, GURUGRAM.

The Institute of Pesticide Formulation Technology (IPFT) is an autonomous Institute under the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilisers, Government of India , registered in May, 1991 under the provision of Societies Registration Act, 1860, located at sector – 20, Udyog Vihar, (Opp. Ambience Mall), Gurugram – 122016 which is predominantly engaged for development of state of art user and environment friendly new generation pesticide formulation technologies. IPFT, being a premier research Institute, has created a robust set-up of infrastructure with advanced laboratories equipped with high valued and modern equipment and allied capital assets which have been created through fund received as Grant-in Aid under (CCA) and /or through internal source of funding. As a part of compliance under the Accounting Rules, IPFT wish to get the physical verification of all capital assets of its capital assets as on 31.01.2026 done by a CA firm registered in the NCT Delhi or Gurgaon. The scope of work for the assignment is appended below:-

SCOPE OF WORK:-

1. To conduct the physical verification and identification of all capital assets as on 31.01.2026 by a team of selected / appointed CA firm through its 02 member and one of them must be CA. The team of CA firm shall accompanied by the two nominated officials of IPFT to provide them all necessary assistance in identification of location of each such capital asset in IPFT..
2. To identify and determine the source of fund for purchase / acquisition of such capital asset i.e. either from GIA(CCA) or from the fund received from the sponsored agency of external project or from internal source
3. Ensure to each capital asset must have asset code of its category and generate and assign the asset code to each capital asset, if the same is not assigned to the asset.
4. To check, verify and reconcile whether the capital asset is recorded with its complete details in the Capital Asset Register of IPFT or not. If not recorded, the necessary entry must be made in consultation with the concerned official and F&AO of IPFT.

5. To carry all rectification and correction of all discrepancy, if any, in the record of capital asset in the Asset Register.
6. Prepare the category wise list of all capital asset as on 31.01.2026 and its final consolidation of asset list to form part of the asset schedule of the annual account as on 31.03.2025 in compliance to accounting standard and confirming its operational usefulness or redundant/dysfunctional as on 31.03.2025.
7. To calculate the depreciation of all class of capital assets as per depreciation rate prescribed under SLM and draw the capital value of assets purchased from Government Grants as well as assets purchased from the internal resources/funds of the project.
8. Submit the detailed report along-with all supporting document pertaining to conduct of physical verification as on 31.03.2025 as well as necessary action required to be taken by management of IPFT.
9. To carry and attend any other related work associated with the physical verification and reconciliation of assets.
10. The entire assignment, as per scope of work, liable to be completed with-in 05 working days.

ELIGIBILITY CRITERIA

The CA firm must be registered in NCT Delhi or Gurgaon.

PAYMENT TERMS

- The agreed professional fees / charges shall be payable only after successful / satisfactory completion of the job as per scope of work and any other work arises in between of the process.
- No advance payment shall be made.
- The agreed fee / charges shall be release with in the period of 15 days after receipt of Memo of Fee / Invoice after deduction of TDS as per extant rule

SUBMISSION OF EOI:-

The interested eligible CA firm must submit their proposal duly signed and stamped along-with all the relevant documents in support to establish their eligibility as well as **quoting for professional fee / charges in rupee** in an envelope super scribing "EOI FOR CONDUCTING PHYSICAL VERTIFICATION OF IPFT " addressed to THE F&AO, IPFT latest by **3.00 pm on 02.02.2026** either through speed post or by hand.

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APPLICATION

DETAIL OF CHARTERED ACCOUNTANT FIRM FOR THE CONDUCTING PHYSICAL VERIFICATION OF CAPITAL ASSET OF IPFT AS PER SCOPE OF WORK UNDER EOI

Sl..No.	PARTICULARS	DETAILS
1	Name of Firm	
2	Address of Registered /Head Office	
3	Telephone/Mobile & E-mail Id	
4	ICAI Registration No. with Region /Code (attached a copy)	
5	Date of Constitution of Firm	
6	PAN of Firm	
7	GST Registration number	
8	Date since when the firm has full time FCA	
9	Number and Name of Full time Partners , Part time partner and employees as on date	
10	Detail, if any, if the firm is presently empanelled / working as statutory / internal auditors of any Govt. autonomous bodies/academic institutions/CPSEs during last one year.	
11	Whether firm is empanelled with CAG and detail thereof	
12	Quote Fee/Professional charge (in Rupess)	

Sign:-_____

Name of Partner _____

Seal / stamp of CA Firm