

**Office of the Official Liquidator  
Attached to Hon'ble High Court of Delhi  
A-2, W-2, Curzon Road Barracks, New Delhi  
Ph : 23388405, 23389507 Fax : 23389996**

**TENDER DOCUMENT**

**TENDER**

**Section-I**

**Invitation for bids (Technical)**

1. Bid Reference No. **OL/Esstt/75/1831-38 dt 17.10.06** Official Liquidator, Delhi. Official Liquidator attached to Hon'ble High Court of Delhi invites sealed Technical and Financial Bids on behalf of Company Court (High Court of Delhi) for the following works:
  - A. Conversion of standard records maintained under the provisions of Companies (Court) Rules, 1959 into electronic mode.
  - B. For updation of Accounts, conversion of standard records and maintenance into electronic mode by outsourcing activities.

**Brief Facts**

- ii) That the Official Liquidator attached with Delhi High Court has to maintain the Registers and Books of Accounts and Records of the company (in liqn) in accordance with the provisions contained in the Companies (Court) Rules, 1959 wherever he has been appointed as the Official Liquidator or Provisional Liquidator or he has been asked to submit his reports in the case of merger, compromise and voluntary liquidation matters etc. The Official Liquidator is duty bound to keep the records/accounts updated of the companies (in liqn). As of now about **700 companies** actively are under liquidation with the office of the Official Liquidator, Delhi. Accounts of these companies have been maintained and audited upto the year 2001. Thereafter accounts have been maintained manually but are not reconciled and remained unaudited.
  - iii) Apart from keeping the record the maintenance of accounts the Official Liquidator is responsible for keeping the records, Books of Accounts of the company (under liquidation) which have been impounded. These records or Books of Accounts are not properly kept and maintained.
  - iv) That a decision has been taken with the approval at appropriate level with the competent authority/Hon'ble High Court to hire services of reputed firms of Chartered Accountants for the above mentioned two assignments i.e. (i) Maintenance of accounts of the office of the Official Liquidator (ii) Arrangement and Management of impounded records / books of accounts of the companies under liquidation.
2. **Eligibility**
    - i) The firm of the Chartered Accountant should fulfill following eligibility criteria:

- 1) The firm should have at least 4 partners, out of which two must be FCAs.
- 2) The Firm should have been registered with Comptroller and Auditor General of India as well as Reserve Bank of India for conducting audits.
- 3) The average turnover of the firm for the last year three years should be at least Rs 36 lacs.
- 4) The firm should have well experience, team of professionals to complete the assignment within the time schedule specially partners should have expert knowledge of provisions of the Company Law and Accounting standards.

### **3. Time Schedule**

The time frame for the aforesaid assignment will be three months from the award of job.

### **4. Other Conditions**

The office of the Official Liquidator shall provide sufficient number of computers required softwares and other infrastructure required for the assignment.

### **5. Bids**

The offer shall be in two parts (i) Separate First offer for Technical proposals and (ii) Second offer for Financial proposals

#### **(i) Technical Proposals**

The Technical proposal should indicate the particulars of firm, its experience and following documents should be attached with the Tender:

- i) Balance Sheet and Profit & Loss Account of the firm for the last three years i.e. 2003-04, 2004-05 and 2005-06
- ii) The particulars of the firm, partners and experience
- iii) Latest certificate of constitution of firm issued by Institute of Chartered Accountants of India
- iv) The registration number with the Comptroller and Auditor General of India with Reserve Bank of India.

#### **(ii) Financial Proposal**

The Financial Proposal should indicate lumpsum fee inclusive of all expenses for entire scope of work. However, service tax shall be as per the provisions of Service Tax Act in addition to fee.

6. Both the bids Technical and Financial should be in sealed cover separately indicating clearly of envelopes Technical or Financial Bid as the case may be and should reach to the office of the Official Liquidator at A-2, W-2, Curzon Road Barracks, K.G. Marg, New Delhi **latest by 6.11.2006 at 3.00 p.m.**

7. The envelope containing the Technical Bid and the bid security will be opened on the specified dates and time in presence of bidders or their authorized representatives who choose to attend in the office of the undersigned.
8. In the event of date specified for bid receipt and opening being declared as a holiday for the office, the due date for submission and containing of bids will be the following working day at the appointed times. The Financial Bid will be opened of only those bidders who will be declared successful in Technical bids.
9. The interest eligible bidders may inspect the Books of Accounts and records of the office of Official Liquidator during the working hours **between 10.30 am to 4.00 p.m. on 18<sup>th</sup>, 19<sup>th</sup> and 23<sup>rd</sup> October, 2006.**
10. In the event of any dispute arises out of these terms and conditions the decision of the Hon'ble Company Judge shall be final and binding on each party.
11. Interest eligible bidders may obtain further information from the office of the Official Liquidator, Delhi High Court, A-2, W-2, Curzon Road Barracks, Kasturba Gandhi Marg, New Delhi-110 001. Ph : 23388405, 23389507

**(A.K. Chaturvedi)**  
**Official Liquidator, Delhi**