

GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
OFFICE OF THE OFFICIAL LIQUIDATOR, DELHI  
ATTACHED TO THE HIGH COURT DELHI

A1,W2, Curzon Road Barracks  
NEW DELHI

NOTICE INVITING EXPRESSION OF INTEREST FOR AUTOMATION OF OFFICE

Official Liquidator attached to the Hon'ble High Court of Delhi, Delhi invites Expression of Interest from eligible, qualified reputed and established firms /private entrepreneurs for total Automation of the Office of the Official Liquidator, Delhi.(OL Office) by development dynamic web enabled software and maintenance of data base for updating the implementation of various activities of the Office.

The Official Liquidator is appointed by the Central Government under section 448 of the Companies Act, 1956 . The office of the Official Liquidator is attached to the High Court and perform all functions/activities to comply with the directions/orders by the High Court in case of Companies in liquidation as well as winding up proceedings in accordance with the procedure laid down under the Companies Act, 1956. Presently there are 450 companies in liquidation with the Official Liquidator and its records and accounts are to be maintained by it.

**Scope of Work**

Total Automation of the OL Office involving development and implementation of automated Web based Management Information System, its maintenance including on site operational support. The main objective is to track, monitor and control various tasks/activities of the Office and to allow on line queries and generate standard reports, and to make relevant information available to all users and stake holders.

Development and implementation/maintenance of software in respect of the following –

- (i) Personnel Management, including attendance, leave record, posting and transfers, increment, salary, P.F.
- (ii) Accounting system – Integration of Companies accounts and office accounts, central cash book, companies cash book, bank ledger etc.,
- (iii) Various Registers and Books to be maintained by the OL, including Register of Liquidations, Register of Assets, Tenants Register, Suits Register, Sales Register, Decree Register, Investment Register, Register of Book Debts and Outstandings, Register of Claims and Dividends, Contributories Ledger, Dividends Paid Ledger, Commission Register, Suspense Register, Documents Register, Books Register, Register of unclaimed Dividend and undistributed assets deposited into companies liquidation account in the Reserve Bank,

Record book for each company and all other books as may be necessary for the proper and efficient working of the office.

- (iv) Complete automation of Office Procedure/activities
- (v) Complete automation of Liquidation procedure /Stages of Liquidation from the date of winding up order till the dissolution of the company (in liqn)
- (vi) On line filing and settlement of eligible claims
- (vii) On line bidding
- (viii) Court Cases tracking system
- (ix) Integration of Software with MCA-21 of the Ministry of Corporate Affairs and Web site of the High Court.
- (x) Record room Management – file tracking system
- (xi) Development of report generation software , all forms and schedules under the Companies (Court Rules)1959
- (xii) Link with agencies connected with the work of liquidation viz. Valuers, Security Agencies, Advocates, Company Secretaries, Chartered Accountants,
- (xiii) Preparation of Income Tax returns, ROC compliances and local area net work.
- (xiv) Web site development and maintenance with company wise, case wise, claim wise, sale wise, property wise, advocate wise and others.
- (xv) Generate continuous ledger and other essential reports and download financial and non financial transaction statements pertaining to different accounts in popular file formats (ASCIITect, Abode,PDF, MS-Word, MS-Excel) as per the requirements of the office.

Interested agencies/firms must provide information indicating that they are qualified to perform the services (brochures, experience of successfully carrying out similar assignments , availability of appropriate skills among staff etc) in the format given below.

(1) Experience in similar work –

S.No.	Name of the firm	Nature of work	Value	Date of start Date of completion.	Name of the organization	Remarks

(2) Annual turn over of the firm for the last 3 years:

S.No	Year	Turnover of the firm	Turnover of the partner

(3) Availability of Key personnel with the firm –

S No.	Position	Total no. employed	Total No. already engaged	No. available for the assignment.

(4) Credentials of the firm

An Agency/firm will be selected in accordance with the procedures set out by the Committee constituted for the purpose by the Hon'ble High Court of Delhi. The Committee has the right to reject any or all the offers without assigning any reason.

Official Liquidator request interested agencies/firms to submit their expression of interest for the above. Interested agencies/firms may obtain further information pertaining to the functioning of the Office and the scope of work to be undertaken at the address given above from 10-00 AM to 5-00 PM on working days.

Expression of interest must be delivered to the address above by not later than \_\_\_\_\_ till \_\_\_\_\_PM. The applications received after the due date and time shall not be considered.

OFFICIAL LIQUIDATOR.