

**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
OFFICE OF THE  
OFFICIAL LIQUIDATOR  
HIGH COURT OF CALCUTTA**

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**TERMS AND CONDITIONS APPLICABLE FOR PROVIDING  
SECURITY SERVICE:**

1. The Security Agency shall be empanelled subject to recommendation of the Committee constituted for such purpose.
2. The Security Agency shall provide the numbers of Security Guards under deployment to keep ward and watch for the protection of the premises as per the Official Liquidator's requirement. The assessment of the Official Liquidator in this respect shall be final. The Security Guards provided by the Security Agency will be for 24 hours in the shift of eight hours for the protection of the said premises round the clock.
3. The Security Agency shall furnish a certificate in respect of every Security Guards deployed in the premises, stating that they have checked the antecedents of the Security Guards themselves and have also obtained Police Verification Certificate in respect of all the Security Guards deployed and have verified their addresses, telephone numbers and such other references for their identification.
4. The security guards would be paid as per the prevailing Minimum Wages Act of the concerned State Government and a proper notification confirming such minimum wages duly attested by the concerned State Authority ought to be given by the Security Agency in the regular interval of increase/ decrease of the security bill or any remuneration determined by the Hon'ble High Court Calcutta.

5. The security bill will be reimbursed on case to case basis, availability of funds and subject to the order/ judgment of the Hon'ble High Court Calcutta.
6. The security payment shall be made after spot inspection with secured creditors/ creditors in regular interval and recommendation for payment shall be made.
7. At the time of handing over, inventory (s) of the moveable as well as immovable shall be made in the presence of the Official Liquidator and the security agency. It shall be the duty of the security Agency to take steps regarding securing and protecting the assets with immediate notice to the Official Liquidator. Such inspection report shall be the also a basis of consideration for payment.
8. In case of any incongruities in the manner of performance, the service of the security agency may be expunged and the all pending bills can be withheld.
9. The security agency shall maintain an ongoing register of the security guards where all recording of ingress and egress of the person or persons to be made and shall produce such register before the Official Liquidator at the time of taking payment of the bill/s and also to keep record of vehicles and persons entering or leaving the said premises.
10. Certification of Clearance is to be submitted with the monthly security bills certifying that neither any theft, pilferage, decoity etc. has been occurred nor any damage has been caused to the property in the said premises during the period with the attendance report of the Security Guards. Such certification shall be compared with the reports with the Official Liquidator and subject to such scrutiny; payment shall be made or withheld.
11. The agency shall submit a monthly report to the Official Liquidator. Payments shall only be released to the security agency on the production of all such received reports, received by the office of the Official Liquidator, along with bills raised, after the satisfaction of service by the Official Liquidator.
12. The security agency shall not be permitted to withdraw its security guard unilaterally whatever be the reason thereof. In case such situation being arisen,

the security agency shall keep inform to the Official Liquidator atleast 30 days prior notice of such withdrawal and seek permission in this regard. The security agency shall have to wait for such withdrawal until alternative security arrangement is made by the Official Liquidator for protecting the assets and properties of the Company (In Liquidation).

13. The security bills are to be scrutinized by auditor in case of exigencies and incongruity.
14. The Official Liquidator reserves it right to accept or reject any of the security bills raised by the security agency. Discretion and observation of the Official Liquidator in this regard shall be final in determining any issue subject to any order of the Hon'ble High Court, Calcutta.
15. The Official Liquidator may recommend the removal of an empanelled Security Agency from the panel, where:
  - (i) Such Security Agency was found to be involved in any corrupt practice in conducting its business;
  - (ii) Security guards employed by it are frequently found to be involved in the commission of thefts or pilferages of the property of the Company (in Liquidation);
  - (iii) In the opinion of the Official Liquidator it would not be safe to engage such a Security Agency for providing security cover to the properties of the Companies (in Liquidation).
  - (iv) Security Agency has been declared insolvent or bankrupt;
  - (v) It is found that the declaration(s) made by the Security Agency at the time of empanelment or submitting tender was not correct;
  - (vi) It is found that the empanelled Security Agency is no longer in a position to provide the Security services for which it was empanelled;
  - (vii) Where at any time after the scrutiny of a previous report and inventory of the articles made at the time of handing over possession for protection, it is found that there is some disparity in the count of the moveable and/or nature of the moveable's and the nature and area of immovable's and there has been no steps and/or insufficient steps taken by the Security agency as will appear from their conduct, the Official Liquidator shall be entitled to remove the agency from the panel and be at liberty to pursue

any mode of recovery in accordance with law for the recovery of the value of the moveable and/or immovable defalcated.

- (viii) The Company Court may direct removal of a Security Agency from the panel on the basis of such a recommendation after giving an opportunity of hearing in such form and in the manner it may consider appropriate before or after permitting its removal.

16. The Security Agency shall apply for empanelment in the prescribed format available with this notice.

### FORMAT OF APPLICATION FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES.

1.	Name of the Security agency	
2.	Address, contact telephone numbers and e-mail address	
3.	Year of establishment ( with proof)	
4.	Status of the firm (Whether Private Limited company/Public limited company/partnership firm)	
5.	Name(s) of Directors/Partners	
6.	Whether Registered with the Registrar of Companies/Registrar of Firms , If so, mention number and date.	
7.	Detail of License from Local Municipal Authority & Police verification.	
8.	Whether registered for service tax purposes. If so, mention number and date.	
9.	Whether an Assesse of Income Tax. If so mention Permanent Account Number. Furnish copy of last 03 years Income Tax return.	
10.	Whether complying with applicable Minimum Wages Act?	
11.	Name & Address of Bankers	
12.	Capacity to provide the services in terms of manpower, weapons & accessories, financial fundamentals as also the record on statutory compliances.	
13.	No. of Supervisory /office staff available in different locations.	
14.	Whether able to provide guards at all locations	

	including rural throughout the country.	
15.	Details of Past Record Experience with organization viz. Banks, PSU, Government Department.	
16.	Whether registered/empanelled with other government organization/nationalized banks etc. for providing security guards If yes, give name of organization, no. of guards deployed, contact person and his/her telephone numbers.	
17.	Capacity and capability to provide guards immediately even on 'phone calls.	
18.	Any other relevant information you wish to include.	
19.	Turnover of last 3-financial years.	

Note: Along with the application the copies of the supporting documents are required to be furnished.

**Sd/-**  
**Official Liquidator**  
**High Court, Calcutta**