



2nd Floor, East Wing,
New Secretariat Building,
Opp. V.C.A. Ground,
Civil Lines, Nagpur – 440 001.

**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE OFFICIAL LIQUIDATOR
HIGH COURT OF BOMBAY, AT NAGPUR.**

Tel : 2522934(o)

Fax : 0712-2522934
Tel Add. SAMAPAK
NAGPUR

No. OL/NGP/ROC-cum-OL/

Date:

CAMP -NAGPUR

NOTICE

Quotations are invited for the shifting of the records of ROC-cum-OL, Bilaspur from O/o. the Registrar of Companies, Madhya Pradesh & Chhattisgarh, Post Box No. 2, Sanjay Company, 'A' Block, III Floor, Jayendraganj, Gwalior - 474 009 to ROC-cum-OL, Chhattisgarh at Bilaspur having address at Registrar of Companies-cum-Official Liquidator, Chhattisgarh at 1st Floor, Ashok Pingley Bhawan of Municipal Corporation Bilaspur. Detailed quotations/rates duly signed by authorized person giving full name, Address and contact telephone numbers etc. may be furnished by 10.12.2013 upto 02.00 pm addresses to the O/o. the Registrar of Companies, Madhya Pradesh & Chhattisgarh, Post Box No. 2, Sanjay Company, 'A' Block, III Floor, Jayendraganj, Gwalior - 474 009 and the opening of bids shall take place on the same date at 04.00 pm :

1. The Shifting of above records shall include the following:
 - (i) Replacing the rotten/decayed or damaged cartons.
 - (ii) Numbering on replaced cartons.
 - (iii) Serialization of Cartons.
 - (iv) Loading of Cartons in seriatim.
 - (v) Placing of Cartons at destined place in ascending order.
2. The bidders have to use their own material (quality of carton to be approved by the RD office) and manpower in carrying out the above exercise.
3. The Gwalior/Bilaspur based bidder will be preferred.
4. The bidders should be well conversant with the work to be carried out and has already performed the similar work of shifting in time frame at any other Govt. Office.

5. The submission of bid will not put this office under any obligation to award the work to the bidder and the expenses incurred in this regard shall not be borne by this Office.
6. The bidder should ensure safe transportation of the record and the work assigned should be accomplished within the time frame as settled.
7. The bill for payment in duplicate should be submitted alongwith certificate in respect of completion of shifting/placing of records in the manner as prescribed and time frame obtained from the Officer concerned.
8. The assigned work should be completed within a period of one week from the date of placement of the contract. In case of non-completion of assignment shall be made. An affidavit to this effect is to be furnished by all the bidders alongwith the tenders.
9. The Record are to be shifted are very important Document under the provision of Companies Act, 1956 and therefore record under no circumstance should be found in the hand of third party.

Intended parties/contractors can visit the place of records at O/o. the Registrar of Companies, Madhya Pradesh & Chhattisgarh, Post Box No. 2, Sanjay Company, 'A' Block, III Floor, Jayendraganj, Gwalior - 474 009 on any working days between 11.00 am to 4.00 pm to ascertain the quantum of work.

(R. K. Tiwari)
Registrar of Companies-cum-
Official Liquidator, Chhattisgarh