

**BY E-MAIL**



भारत सरकार  
कॉरपोरेट कार्य मंत्रालय  
कंपनी रजिस्ट्रार का कार्यालय गोवा, दमन एवं दीव  
कॉरपोरेट भवन, ई. डी. सी काम्पलेक्स  
प्लॉट सं 21, पाटो, पणजी गोवा – 403001

संख्या:- कं.रजि. गोवा/ प्रशासन /226/

दिनांक: 24 / 5 / 2011

To  
The Secretary to the Government of India,  
Ministry of Corporate Affairs,  
Shastri Bhawan, 5<sup>th</sup> floor, 'A' Wing,  
Dr. Rajendra Prasad Road,  
New Delhi - 110 001.

**KIND ATTENTION:- E-GOVERNANCE CELL**

Sub:- Hiring of private security for the office premises of ROC Goa.

Ref:- Ministry's letter No. D-33021/1/2004-Gen/Infra dated 22/3/2011

Sir,

With reference to the subject cited it is to state that this office intends to hire the services of a private security agency for providing round the clock security to the office premises. Towards this, it is proposed to invite sealed quotations from reputed agencies. In this regard it is requested that the matter attached herein may be uploaded on the MCA website so as to generate wide publicity.

An urgent action in this regard is requested as this office has to obtain the quotations and forward the same to the Ministry for approval.

Yours faithfully,

Encl: as above

(SANJAY KUMAR GUPTA)  
REGISTRAR OF COMPANIES  
GOA, DAMAN & DIU  
0832-2438617/18

Copy forwarded for information to:-

1. The Regional Director (WR), Ministry of Corporate Affairs, Mumbai.
2. Shri Anil Prashar, Under Secretary, MCA, Shastri Bhawan, New Delhi.

**(SANJAY KUMAR GUPTA)**  
**REGISTRAR OF COMPANIES**  
**GOA, DAMAN & DIU**



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***Sub:- Regarding quotations for hiring the services of private security agencies for the office of ROC Goa.***

Sealed quotations are invited from reputed security agencies for providing round the clock security to the office premises of the office of Registrar of Companies Goa, Daman and Diu located at "Corporate Bhawan", EDC Complex, Plot No. 21, Patto, Panaji, Goa. The quotations are to be submitted at the above mentioned address within 15 days hereof. The quotations should indicate clearly the all inclusive monthly rates quoted. The quotation will be for hiring the services upto 31/3/2012. The terms and conditions will be as under:-

1. The security agency will be solely responsible for complying with all the relevant laws of the country and the state, including those relating to the working hours, PF contribution, insurance etc.
2. The security agency has to deposit a specified sum as caution money with the office of ROC Goa in the shape of FDR pledged to the Registrar of Companies, Goa before the beginning of the contract.
3. The security agency will provide photo identity card, uniform, torch, stick and other necessary equipments to the staff on duty. The identity card shall have the counter-signature of the Registrar of Companies, Goa.
4. The guards should have minimum of three years' experience and they should preferably be ex-servicemen.
5. The security agency shall be responsible for conduct, behaviour and for the fidelity of the security staff posted in this office.
6. The security staff provided by the agency will be under the control of the Registrar of Companies, Goa.

7. No security guard will be allowed to reside inside the office premises.
8. Any theft within the security area covered under the Agreement has to be reported to this office and any expenditure incurred for the same will be borne by the agency and nothing will be paid on this account.
9. Any loss/damage to the government property, if not compensated by the security agency within 10 days of the order of the Registrar of Companies, Goa, will be recovered from the caution money deposited by the agency with this office.
10. The loss/damages to the government property will be compensated by the security agency without waiting for the outcome of police investigation, in case of complaint of any loss/damage has been reported to the police.
11. The contract will be for a period upto 31/03/2012, or till alternative arrangement is made, whichever is earlier.
12. The monthly charges once agreed, will stand for the entire period of contract and no increase in this regard during the period of the contract will be granted.

**(SANJAY KUMAR GUPTA)**  
**REGISTRAR OF COMPANIES**  
**GOA, DAMAN & DIU**  
**0832-2438617/18**