

**NOTICE INVITING TENDER FOR CONDUCTING EXAMINATION AT  
VARIOUS STAGES FOR VARIOUS TECHNICAL POSTS IN THE  
OFFICE OF DISTRICT & SESSIONS JUDGE (HQs): DELHI.**



**ORGANISED BY DISTRICT & SESSIONS JUDGE (HQs), TIS HAZARI  
COURTS: DELHI**

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## DISCLAIMER

This tender is not an offer by the District Courts Delhi but an invitation to receive Quotations from various Human Resource Agencies operating in service/employment Sector. No contractual obligation, whatsoever, shall arise from the process unless and until formal contract is signed and executed by **District & Sessions Judge (HQ)/Chairman, Recruitment Committee** with the successful Human Resource Agency.

TIS HAZARI COURTS

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## **Recruitment Process for various Technical posts**

### **Committee proposes following four stage scrutiny for Programmer Group-II (Gazetted) and Assistant Programmer (Non-Gazetted):-**

1. First Stage:
  - A. There would be an online objective test. It would be qualifying in nature and each question would be having multiple choice answers restricted to four. Such qualifying test would be conducted online through the outsourced Agency.
  - B. Such qualifying examination would comprise of four parts relating to testing of General Aptitude, General Knowledge, English Language and Technical Knowledge regarding programming/Computer application.
  - C. There would be total 200 questions, each part having 50 questions.
  - D. Duration of such examination would be 02:00 hours.
  - E. Each correct answer would carry one mark and there would be negative marking of 0.25 mark for each wrong answer.
  - F. Qualifying cut off would be 60 per cent. However, total number of qualifying candidates shortlisted for next stage would not exceed 20 times of the post advertised.
2. Second Stage:- All such shortlisted candidates, called for second stage, would undergo written test. Such written would be conducted to test the knowledge of any such candidate in the field of Computer Science/Computer application. Test would be descriptive in nature with no negative marking involved and candidates, equivalent to ten times of the advertised vacancies, would be called for third stage i.e. skill test.
3. Third Stage:- Such skill test would be practical in nature where programming skill and computing skill would be tested on computer. However, such test would be off line in nature and would be conducted at Tis Hazari Court Complex. Such skill test would be qualifying in nature.
4. Fourth Stage:- Candidates, who qualify such skill test, would be called for interview.
5. Final Selection:- Final merit list would be prepared on the basis of marks secured in the written test (Second Stage) and interview (fourth stage). Written test (Second Stage) would carry 100 marks and the interview would carry 15 marks.

**Committee proposes following Two stage scrutiny for Data Entry Operator (Grade A):-**

1. First Stage:

- A. Objective type examination would be conducted online, it would comprise of four equal parts viz General Aptitude, General Knowledge, English language & Numerical aptitude.
- B. There would be fifty questions for each part. Thus, there would be total 200 questions.
- C. Duration of such examination would be 02:00 hours.
- D. Each correct answer would carry one mark and there would be negative marking of 0.25 mark for each wrong answer.
- E. 10 times of the candidates of advertised number of posts would be called for skill test which would be conducted at Tis Hazari Courts Complex.

2. Second Stage:-

- a. Skill test would be qualifying in nature. Candidates should possess Data Entry Speed of 8,000 key depressions per hour on the computer. They will be given printed matter in English which they have to type on the computer. The test is of 15 minutes and candidates should have a minimum speed of 2000-2200 (right word only) strokes/key-depressions in order to qualify. Also typing speed of open office/MS Office will also be tested. Candidates should also be conversant with Ubuntu OS.
- b. None of the candidates who qualify in the written part of the examination will be exempted from the skill test as the passing of the skill test is mandatory for the appointment to the post of Data Entry Operator (DEO)
- c. Merit list would be prepared on the basis of marks obtained in written examination subject to qualification in skill test.

**Committee proposes following open competitive examination for Librarian:-**

- A. Online Objective type examination would be comprising of four equal parts viz General Aptitude, General Knowledge, English language & Library Science.
- B. There would be fifty questions for each part. Thus, there would be total 200 questions.
- C. Duration of such examination would be 02:00 hours.
- D. Each correct answer would carry one mark and there would be negative marking of 0.25 mark for each wrong answer.
- E. On the basis of marks obtained in the open competitive examination, merit list would be prepared for final selection.

**Committee proposes following open competitive examination as well as skill test for Process server:-**

- A. Online Objective type examination would be comprising of four equal parts viz General Aptitude, General Knowledge, English language & Numerical Aptitude.
- B. There would be fifty questions for each part. Thus, there would be total 200 questions.
- C. Duration of such examination would be 02:00 hours.
- D. Each correct answer would carry one mark and there would be negative marking of 0.25 mark for each wrong answer.
- E. Qualifying cut off would be 60 per cent. but total number of qualifying candidates shortlisted for next stage would not exceed 10 times of the post advertised.
- F. Such candidates would be the called for driving test. It would be conducted with the assistance of Transport Department of Delhi. Candidates, who clear such driving test, would be called for interview. Interview would carry 30 marks.
- G. Final merit list will be prepared on the basis of marks obtained in written test and interview.

## SCOPE OF WORK

The Human Resource Agency selected for assignment would be required to undertake the process of recruitment and selection of different technical posts involving different rounds mentioned below under the supervision of the Recruitment Committee. Agency is expected to undertake and perform the following tasks:-

1. Process all the applications for various technical posts of Programmer Group-II Executive (Group-B), Assistant Programmer (Non-Gazetted), Data Entry Operator (Grade A), Librarian (Non-gazetted) and process server. These applications may on rough estimation, exceed one lac.
2. Design the format of application for online submission of applications by the candidates which should be linked with District Court Website and Power Jyoti Account with the State Bank of India, Tis Hazari Courts, Delhi.
3. Printing the advertisement(s) for Recruitment in at least two newspapers, one of which should be in vernacular language and also in Employment News (DAVP rates).
4. Preliminary (First) examination will be conducted online. Preparation of question papers (online mode as well as off-line mode) in bilingual i.e. English & Hindi language wherever applicable.
5. Printing of copies of question papers for second stage of examination, wherever applicable.
6. Sending of SMS's/E-mails to the applicants/candidates intimating them of their successful submission of application forms and also subsequent intimation(s) at later stages.
7. To book examinations centers for holding of online examination, Written Test/(Objective Type) and Skill/Typing Test in Delhi. Such centers should be reputed ones having good connectivity with Metro and Roads.
8. To respond to relevant queries received from the applicants over phone/e-mail before the closing date.
9. To prepare Call letters for written test, skill/typing test and interview for shortlisted candidates as may be approved by O/o District & Sessions Judge (HQs), Delhi and also to send SMS/E-mail to such candidates about the date, time and venue etc.
10. To generate the system for the applicant through the link made available on the website of District Courts for downloading Admit Cards/Roll Nos. for appearing in the Objective Type (MCQ) Test/Written Test, Skill/Typing Test and Interview.

11. To make available all relevant stationary material including OMR, Answer Sheets, envelopes, tags sealing material etc. as may be required for conducting Objective Type (MCQ) Test/Written Examination, Skill/Typing Test and Interview.
12. To obtain NOC/Relevant permissions from Department of Telecommunications, Govt. Of India and other relevant agencies, if any required for sending the relevant information to the applicants via SMS/E-Mail.
13. To prepare the result/Merit of the qualified candidates for Objective Type (MCQ) Test/Written Test, Skill/Typing Test and Interview and upload the same on the website of Delhi District Courts.
14. To obtain security audit of the software designed for online submission of applications from the accredited Government agencies.
15. To prepare interview schedule in consultation with the O/o District & Sessions Judge (HQs), Delhi/Recruitment Committee.
16. **Publication Cost:-** The Advertisement format shall be prepared by the Recruitment Committee. The publication costs and expenses (in relation to clause 3 above) shall be borne by the O/o District & Sessions Judge (HQs), Delhi besides uploading it on the website of Delhi District Courts i.e. [www.delhidistrictcourts.in](http://www.delhidistrictcourts.in) and in other Government website as per the Rules.
17. (a) **Video Film and Bio Metric:-** The security features of video filming, taking photo of each candidate separately with HD web Camera and taking bio metric impressions of candidates at each stage, such biometric impression and photo taken in the first stage should be seen and used for verification at all subsequent stages which would be done by the outsourced agency. All such data would be properly captured and stored and would be made available to the office of District & Sessions Judge (HQs), Delhi as & when required.  
(b) Atleast 10 officials be deputed in each centre (having candidate strength of upto 500 for necessary activities like Video filming/Biometric/photography etc, and such officials should be Hindi knowing also.
18. **Result:-** After list of short listed candidates (10 times of the number of vacancies to be filled up) is prepared, the vendors shall generate on-line call letters and send the same to the short listed candidates on their respective e-mail IDs besides sending relevant information viz the date, time



and venue of interview etc. as may be notified by the Recruitment Committee also through SMS.

The schedule of the interview shall also be uploaded on the website of Delhi District Courts.

19. To handover the dossiers of selected candidates to the Recruitment Committee in hard copy as well as soft copy in PDF format/other compatible format as per the requirement of Department.
20. Data of entire Recruitment Process shall be handed over to the Recruitment Committee as and when required by the O/o of District & Sessions Judge (HQs), Delhi.
21. Any other criteria or terms of reference or final details regarding the work to be executed would be finalized at the time of signing of contract.
22. Making co-ordination with Recruitment Cell officials for which one Nodal Officer shall be appointed by the Agency with complete authority to take on the spot decisions for smooth conducting the entire recruitment process.

## **TERMS & CONDITIONS**

1. **TECHNICAL BIDS AND FINANCIAL BIDS:-** The bids documents are to be furnished by the vendors in one big envelop superscribed as 'Tender for recruitment of technical posts- Examination' which would further contain two closed envelopes. One such envelop would be superscribed as 'Technical Bid' and the other as 'Financial Bid'. The envelope of financial bid would be opened only if any such bidders meets all the eligibility parameters. The Financial bids must be submitted in the given format. The bid should reflect the work experience & financial strength of the interested agency.
2. **SECURITY DEPOSIT/EARNEST MONEY DEPOSIT (EMD):-** The bidders should enclose the EMD of INR 5,00,000/- (Rs. Five Lacs only) in the form of Bank Guarantee/FDR drawn in favour of "District & Sessions Judge (HQs), Delhi" payable at Delhi from a Nationalized Bank along with the bid documents which should remain valid for a period of 45 days beyond the final validity period of bid (i.e. 135 days= 90 days + 45 days). The bids without EMD shall be summarily rejected. The EMD will be returned to unsuccessful bidder without interest within 30 days of opening of bid documents or setting aside the bid, as the case may be. The bidder shall be at liberty to adjust EMD of INR 5,00,000/- (Rs. 5 Lacs) in the performance Bank Guarantee amount. The earnest money will be forfeited if the bidder unilaterally withdraws the offer, amends, impairs or rescinds the offer within the period of its validity.
  - a. **EVALUATION & ACCEPTANCE OF THE OFFER:-** Selection of the vendor shall be based on Quality and Cost Based Selection (QCBC) besides their past track record, infrastructure, financial soundness and suitability to meet the project requirement. The Recruitment Committee reserves the right to accept any bid in full or part, or to reject any bid or all bids without assigning any reasons. No enquiry shall be entertained in this regard.
  - b. **OFFER:-** The bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, and during this period the bidder cannot withdraw their offer. However, the period may be extended further, if required, by mutual agreement from time to time.

- c. **LAST DATE OF BIDS:-** If the office happens to be closed on the last date of receipt of bids and on the date of opening of the bids as specified, the bids will be received and opened on the next working date at the same time and venue.
3. **SECRECY & CONFIDENTIALITY** : The agency is bound to maintain Strict Secrecy & utmost confidentiality of entire Recruitment Process & related data.
4. **OWNERSHIP OF DATA** : The entire recruitment related data shall be the property of O/o District & Sessions Judge (HQs), Delhi & shall not be shared with any third party in any manner whatsoever.
5. **SOFTWARE/FORMS** : The software/forms created for online submission of applications or for any other purpose during the entire Recruitment Process shall be developed by the selected agency. The agency will have to provide the source code to Recruitment Committee.
6. **BANK GURANTEE** : Bank Guarantee of 25% of the awarded amount shall be furnished by the successful Agency at the time of signing of contract.
7. **SPACE**: If required, the Agency will be provided request space in District Courts, Tis Hazari Court Complex, Delhi.
8. **TIME LINE**: The recruitment process has to be completed within the timeline fixed by Recruitment Committee.
9. **MISCLLENEOUS** : The agency will be required to work under supervision of Recruitment Committee.
10. **SOFTWARE FOR RECRUITMENT :-**
- a. Software should have scalability to receive any number of applications.
  - b. Software should be capable enough to handle more than 10000 multiple request at a time and should not hang.
  - c. Every downtime in software and failed attempts should be reported to this office.

- d. Company/bidder shall handle queries related to technical aspects of filling up applications only, all administrative queries shall be dealt by this office. A technical nodal officer may be deputed for resolving the queries on the spot in this regard.
- e. Company/bidder will report every administrative queries to this office received online.
- f. Software must have certificate of security audit from any Cert-in vendor or equivalent.
- g. Software should be hosted preferably in India.

**11. CERTIFIED AGENCY:-** The bidding agency should have an in house quality assurance and product testing team with a proven and robust quality management processes required for conducting the aforesaid process of examination. The agency must be certified in compliance with establishment information, security standard such as “ISO 9001/ISO27001”. Duly signed copy of such certificates should be submitted along with the bids.

**12. SUBCONTRACTS:-** The vendors shall not, without the consent of the Recruitment Committee, subcontract or assign the awarded contract or any part thereof to any third party.

**13. CONSORTIUM:-** No consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.

**14. PENALTY CLAUSE:-** If the service rendered by the vendors are not completed or not completed satisfactory, the earnest money deposited shall be liable to be forfeited and suitable action shall also be initiated against the vendors as per law at its risk and cost.

**15. REVISION OF PRICE/RATES:-** The price/rates quoted shall be fixed throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision. The bidders should quote their most competitive price/rates and it should be noted that their quotation would not ordinarily be subject to further negotiation. Negotiation may however, be carried out as per the instructions on the subject at the discretion of Chairman, Recruitment Committee/District & Sessions Judge (HQs), Delhi.

**16. MODE OF PAYMENT:-** The payment to the successful bidder shall be made in INR and shall be paid only after the successful completion of the entire work without any delay or errors. No advance payment shall be made. If the vendors fail to complete the awarded work or a part thereof, the Recruitment Committee shall have the liberty to get the work done through any other agency at the risk and cost of the vendors with a right to recover the full cost from the vendors in addition to damages and penalty.

**17. ARBITRATION CLAUSE** : In case of any dispute, matter shall be referred to the sole Arbitrator appointed by the District & Sessions Judge (HQs), Delhi and the award passed by the Arbitrator will be final and binding upon the parties to the contract. Courts of Delhi/New Delhi shall only have the jurisdiction over the same.

TIS HAZARI COURTS

## **ELIGIBILITY CRITERIA**

The interested agency should meet the following criteria:-

1. The Human Resource Agency should have minimum of 3 years of experience in the field of such work area & should have completed at least three such projects with Govt./PSU/Supreme Court of India/High Court of any state of India/District Courts of any State of India. Agency should provide certificate of satisfactory services rendered duly issued by the concerned institution/organization.
2. The average annual turnover of the agency should not be less than INR 1,00,00,000/- (One Crore) per annum for the last 3 years in the said field.
3. The agency should not have been blacklisted or debarred by any Government organization/PSU/Supreme Court of India/ High Court of any State of India/District Courts of any State of India etc. The agency should submit a duly sworn affidavit to said effect from the Oath Commissioner/Notary Officer.
4. Bidder should possess duly audited software for online applications and necessary documentary Proof be submitted along with Tender documents and all such documents should be put in 'Technical Bid' Envelope.
5. After opening of offer, on the scheduled date, time & venue, the committee shall examine all the bids and documents submitted therewith.
6. If any bid during the evaluation process does not meet with the conditions laid down in the Notice Inviting Tender, the same will be out rightly rejected.

## **DOCUMENTS REQUIRED**

Interested Agencies wishing to undertake the above task may submit their respective Quotations completed in all aspects as mentioned below. Any incomplete Quotation shall be summarily rejected. Quotation Bid must be submitted along with following documents.

1. ITRs for the last three financial years.
2. Certificate of Financial soundness from the bankers of the Bidders.
3. Financial arrangements for carrying out the proposed work.
4. Details regarding Balance Sheet, Profit & Loss Account for the last 03 years as certified by the Chartered Accountant.
5. NIT FORM as per **ANNEXURE -I**.
6. Detail of the agency in the format given in **ANNEXURE-II**.
7. The instrument such as Power of Attorney as per **ANNEXURE-III** authorizing an officer of the tenderer & nominating a responsible person of the tenderer to transact the business with full discretionary authority.
8. Affidavit on non-judicial stamp paper of Rs.100/- regarding the firm having been not found guilty of malpractice, misconduct or blacklisted/debarred by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State/ in the past three years as per **ANNEXURE-IV**.
9. Work experience in the format as per **ANNEXURE-V**.
10. Financial Information as per **ANNEXURE-VI**.
11. Format for the submission of the financial bids as per **ANNEXURE- VII**

**Bidder would be required to furnish bid in the following manner:-**

1. The financial bid as per Annexure VII would be put in Separate closed envelope superscribed "Financial Bid".
2. All the remaining documents including all the remaining annexure (Annexure I to Annexure VI) and EMD would be put in second closed envelope superscribed "Technical Bid".
3. Both these envelopes would be further put in one bid envelope superscribed "Tender for Recruitment of Technical posts- Examination.

12. Submit the bid envelope, on or before 31.08.2018 by Post/Courier/By Hand at the below mentioned address:-

**Administrative Officer (Judl.)**  
**RECRUITMENT CELL**  
**Room No. 306-B, Third Floor,**  
**Tis Hazari Courts, Delhi-110054.**

13. However, the department would not entertain any bid sent by post, if received beyond the last day. Department would not be liable if any envelope sent by post/courier is lost in transit.

14. Quotation, not submitted within the time stipulated, will not be considered under any circumstances. The decision of the Recruitment Committee shall be final and no enquiries or application for review shall be entertained.

15. The O/o District & Sessions Judge (HQs), Delhi reserves the right to modify the terms & conditions partially or wholly or cancel the NIT without assigning any reasons.

16. For any further clarification please contact Ms. Tripta Dewan, Administrative Officer (Judl), Recruitment Cell on 23950919 (Extn.1386) on any working day.



## NOTICE INVITING TENDER

(On stamp paper of min. INR 100/- )

I/We \_\_\_\_\_ the Proprietor/Partner/Company offer to provide our services in conformity with the NIT document issued by the O/o District & Sessions Judge (HQs), Delhi for recruitment of various technical posts.

The information, documents in relation to our financial status, credibility, details of operational experience etc. furnished are true and correct to the best of my/our knowledge and belief. I/We shall be liable for Civil/Criminal action for furnishing of any false information at our end and it would lead to rejection of our quotation at any stage besides forfeiture of my/our bank guarantee.

I/we have examined the NIT document and are fully clear about the job to be done during the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my/our part.

Signature\_\_\_\_\_

Proprietor/Company Name\_\_\_\_\_

Address:- \_\_\_\_\_

**DETAILS OF THE HUMAN RESOURCE AGENCY**

1	Name of Human Resource Agency	
2	Name of Owner/Director	
3	Complete Address	
4	Contact Telephone Nos.	
5	Fax No.	
6	E-Mails	
7	PAN/TAN No.	
8	GST No.	
9	Name Telephone & Mobile No. of the dealing/authorized representative	
10	Whether possess duly audited software designed for online submission of applications as per requirement of this office	
	Any other information.	

NOTE:- ATTACH SUPPORTING DOCUMENTS, IF REQUIRED.

Signature of authorized signatory

Name:

Place:

**Power of Attorney**

Format for Power of Attorney for Signing of application

(On a Stamp Paper of relevant value)

Power of Attorney

We M/s ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr/Ms..... (name and designation), who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for “NIT for Hiring Human Resource Agency for O/o District & Sessions Judge (HQs), Delhi including signing and submission of all documents and providing information/responses to the O/o District & Sessions Judge (HQs), Delhi, representing us in all matters before Recruitment Committee in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated, Delhi this the ..... Day of 2018

For \_\_\_\_\_

(Name, Designation and Address)

Accepted \_\_\_\_\_

(Signature)

(Name, Title and address of the Attorney)

Date: \_\_\_\_\_

**Undertaking Regarding Non Blacklisted**

**(On a Stamp Paper of Rs. 100/-)**

**AFFIDAVIT**

I/We, M/s .....(Sole Applicant/Lead Member/Member/affiliate), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/director(s) are not barred/blacklisted by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project/s, either individually or as member of Consortium as on the \_\_\_\_\_ (Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including bank guarantee) shall stand forfeited without any further intimation.

Dated this ..... Day of ....., 2018.

Name of the Applicant

\_\_\_\_\_

Signature of the Authorized Person

\_\_\_\_\_

Name of the Authorized Person

\_\_\_\_\_

**Details of experience regarding works of similar nature executed  
in the past 03 years.**

Sl. No	Name of the Project	Contracting Organization	Cost or Work	Starting Date	Ending Date	Documentary Proof Submitted Certified/Attested	Remarks

**Financial Information**

Years	Annual turnover (in INR Lakhs)	Net Worth (in INR Lakhs)
FY 2017-18		
FY 2016-17		
FY 2015-16		
FY 2014-15		

(Note:- Attach copies of relevant ITRs)

**(To be put in Envelope “Financial Bid”)**

**FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID**

The proposal should be the details of the charges per registered candidates after considering the tender document.

Srl. No.	Number of Candidates	Charges per Candidate (in Rs.)
1	For assured minimum number of 25000 candidates	
2	For candidates exceeding 25000 and upto 50000 candidates (i.e. 25001 to 50,000)	
3	For candidates exceeding 50000 and upto 100000	
4	For candidates exceeding 100000 above.	

Submitted By:-

Signature of authorized representative:- \_\_\_\_\_

Full Name:-

Designation:-

Name & Address of Agency:-

Seal:-

Date:-

Place:-