

QUERIES/ISSUES RAISED BY THE REPRESENTATIVES OF THE PARTICIPATED HUMAN RESOURCE AGENCY IN THE PRE-BID MEETING OF THE RECRUITMENT COMMITTEE-JJA HELD ON 29.04.2017 IN THE CHAMBER OF ROOM NO. 101, TIS HAZARI COURTS, DELHI.

Sl. No.	QUERIES/ISSUES (Column "A")	INFORMATION (Column "B")
01.	Can reduce the 1 Cr. limit to 75 Lac on the turn over as our accounts for this year are not ready?	No. It is a policy decision.
02.	Financial year 2016-2017 accounts still not finalized, can we give a provisional estimates for the present year.	Details regarding furnishing of financial year 2016-2017 should be furnished after audit duly certified by the Chartered Accountant.
03.	Terms of Payment to be made in how many phases/Installment to the contract awarded Agency.	The payment to the agency shall be made only after the successful completion of the entire work without any delay or errors. No advance payment shall be made.
04.	An additional HR consulting company who will assist us during the process?	The Agency shall not without written consent of the Chairman, Recruitment Committee subcontract or assign the awarded contract or any part thereof to any third party. No Consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.
05.	The process is for approximately on 01 Lac applications. In the meeting with the Judges we got a figure of 1.5 Lac ++ applicants, are we to submit the Quotation on one Lac per person or we should quote whether it is one Lac or one Lac fifty thousand or more. Please advice on this exact figure.	More than One Lac applications are expected to receive in the recruitment process.
06.	Who will design the Format of	Format for online submission of

	application agency or you, who has to get a Power Jyoti Account in SBI (State Bank of India).	applications will be designed by the agency itself with prior approval of the Recruitment Committee – JJA. A demo in this regard will also be conducted before the Members of the Committee. The details regarding Power Jyoti Account will be shared only with the contract awarded agency.
07.	Will you be designing & Printing the advertisement and who will bear the cost of the advertisement you or agency.	The Advertisement will be prepared by Recruitment Committee-JJA after consultation with the Agency. The publication costs 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 and other Govt. websites as per Rules.
08.	Will you print the question papers or Agency will print the papers.	The question paper shall be prepared by this office in Hindi and English languages and the same will be got printed by the Agency in strict confidence and secrecy.
09.	Will you give access to the District & Sessions Judge (HQs) site to link it with agencies site, will Agency & your site receive applications simultaneously.	We will provide Link to the Agency website.
10.	What do you mean by stationary, OMR answer sheets etc. what we have understood that agency will provide it all Centres and bear the cost.	The Agency shall provide all relevant stationary/material including OMR sheets envelope etc. as may be required for conducting written test, typing test or interview.

11.	We do expect that you will give us a letter to get the permission from DOT (Department of Telecommunication).	The Agency shall obtain NOC/necessary permission from Govt. or any other relevant agencies, if required during the entire recruitment process.
12.	We will also like you to make a letter for Schools to give us the premises on payment as per school norms.	Work relating to booking of examination centers will be done by the Agency itself.
13.	When will the examination be held on a Sunday or on a working day & what will be that Date of Examination?	Examination will be held preferably on Sunday/ Second Saturday/Gazetted holiday Date of Examination will be decided by the Committee at a later stage. Recruitment Committee is expecting to complete the process tentatively latest by 30 th September 2017.
14.	What will be the duration of the Test? How many Hours?	The duration of time may be 1:30 to 2:00 hours. However, final decision will be taken by the Recruitment Committee at a later stage.
15.	What is the maximum time period you will provide to us to give you the final selected list of qualified written test candidates?	This query is not relevant at this stage.
16.	What time frame you will give for the skill test.	This query is not relevant at this stage.
17.	Where will be the skill test & will you be making available the typewriting Machines and will you support us in Tis Hazari Courts for the skill test with our us bearing the cost.	The Skill test/typing test will be conducted only on the computers. All the relevant arrangements shall be made by the awarded Agency.
18.	Would you also require Video Film & Photographs at each center?	The features of Video Grapy and Bio-Matric are involved.

19.	Quotation Format for submitting bids ?	The same has been enclosed.
20.	<u>OMR to be used for the Exam:-</u> Whether carbon less copy OMR (i.e. candidate copy or department copy) to be used or not ?	No carbon copy requires.
21.	It seems that if we are having 1 lac plus candidates, it would not be possible to conduct the examination in Single shift. Hence we have to go for double shift for this to make the activities go in a more efficient manner. Please confirm on this.	Examination will be conducted in Single Shift in Delhi only. However, if it is not possible to hold examination in single shift, appropriate decision shall be taken in consultation with the Agency.
22.	Invigilators to be used ? (24 or 30 or as per the classroom size : 1 invigilator ?) As per examination standards, generally it is 24 or 30:1 invigilator. Please confirm.	As per the examination standard.
23.	Whether Scanning OMR needs to be done in our premises under your surveillance or it needs to be done at client location only?	The decision will be taken at a later stage and conveyed to the awarded Agency well in time.
24.	Final date of submission of Tender & Opening of the same.	The last date for submission of bids shall be 03.07.2017 till 4:00 PM. The Bid Document shall now be opened on the same day at 4:30 PM
25.	Request to allow consortium bidding and amend the clause 01 mentioned in Eligibility Criteria in the EOI.	No consortium is allowed.
26.	Can you reduce the 1 CR PA limit for 03 years instead of 01 year ?	NO
27.	We need center arrangement in your premises of Tis Hazari Courts? To make calculation for giving the quotation. (Area approx 400 sqft or equivalent to 20 classroom) assuming we have to	The space will be provided only to the awarded Agency, if required, for running the operation of the recruitment process free of cost.

	complete over 01 lac application before end of june	
28.	Agency will design the application format and exam questionnaire which will be executed post your committee's approval.	Format for online submission of applications will be designed by the Agency itself with prior approval of the Recruitment Committee – JJA. A demo in this regard will also be conducted before the Members of the Committee.
29	In case of online payment facility, per transaction services charges will be borne by whom ?	Candidates shall bear the service charges, if any. However, this issue will be decided by the Committee at a later stage and will be conveyed to the Agency well in time.
30.	Which nature of skill test will be involved, whether it would speed test skill test or stenography skill test ?	A typing test will be conducted of the qualifying candidates in the written exam on computer only.
31.	Kindly explain point no. 10 of EOI, specifically with regard to envelopes and tags.	Agency shall provide all relevant stationary/material including OMR sheets envelope etc. as may be required for conducting written test, typing test or interview.
32.	As EOI enunciates, this would be 100 % objective type (MCQ) based examination or some portion of descriptive type question will be involved.	This would be 100% objective type (MCQ) based examination.
33.	Coding and decoding provisions have to be kept in loop, during conduction of written examination.	Coding and decoding provisions is also involved.
34.	What type of security protocol is expected from agency during conduction of written examination?	This query is not relevant at this stage.
35.	Confirm the number of question and its pattern.	This query is not relevant at this stage. However paper will be based on MCQ.

36.	Kindly confirm the number of candidates for whom skill test is to be conducted and also clarify that steno test is to be done or typing test only.	This query is not relevant at this stage. However, Typing test will be conducted on computer only.
37.	As per scope of work we are not receiving any physical copy from applicant so kindly confirm the document required in hard copy as dossier.	Agency is bound to provide all the data in hard copy as well as soft copy to the Recruitment Agency as and when required.