

TENDER DOCUMENT FOR RECRUITMENT PROCESS TO THE POST OF JUNIOR JUDICIAL ASSISTANT IN THE OFFICE OF DISTRICT & SESSIONS JUDGE (HQs): DELHI.



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

DISCLAIMER

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

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SCOPE OF WORK

The Human Resource Agency selected for assignment would be required to undertake the process of recruitment and selection of Junior Judicial Assistant (JJA) involving three different rounds:- Written Test followed by Skill/Typing Test and lastly providing list of successful candidates for their interviews under the supervision of the District & Sessions Judge (HQs)/Chairman, Recruitment Committee, Junior Judicial Assistant. The Agency is expected to undertake and perform the following tasks:-

1. Process approximately more than One Lac applications for the post of JJA.
2. Design the format of application for online submission of application by the candidates that should be linked to District Court Website and Power Jyoti Account with the State Bank of India, Tis Hazari Courts, Delhi.
3. Printing the advertisements for Public notice on the Recruitment in at least four newspapers, one of which should be in vernacular language and also in Employment News (DAVP rates).
4. Printing of copies of question papers both in English & Hindi. (The question paper shall be prepared and approved by the O/o District & Sessions Judge (HQs)/Chairman, Recruitment Committee.
5. Send the **SMS's** (DAVP Rates) and E-mails to the applicants/candidates intimating them of their successful submission of the application forms.
6. To book examinations centers for holding of Written Test (Objective Type) and Skill/Typing Test, with facilitate for separate washroom for male and female candidates and drinking water facility.
7. Respond to relevant queries received from the applicants over phone/e-mail before closing date.
8. Prepare the Call letters/Admit Card for written test, skill/typing test and interview for shortlisted candidates as may be approved by O/o District & Sessions Judge (HQs)/Chairman, Recruitment Committee and also send the SMS/E-mail to such candidates about the date, time and venue etc.
9. Generate the system for the applicant (link available on the website of District Courts) for downloading the Admit Cards/Roll Nos. for appearing in the Written Test, Skill/Typing Test and Interview.
10. To make available all relevant stationary material including OMR Answer Sheets, envelopes, tags etc. as may be required for conducting Written Examination and Computers/desktop for the Skill/Typing Test and Interview.
11. 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.
12. Prepare the result/Merit of the qualified candidates for Written Test, Skill/Typing Test and Interview and upload the same on the website of Delhi District Courts link available on the website.
13. To obtain security audit of the software designed for online submission of applications from the accredited Government agencies.

14. Prepare interview schedule in consultation with the O/o District & Sessions Judge (HQs), Delhi/Chairman, Recruitment Committee.
15. **Publication Cost :-** The Advertisement format shall be prepared by the Recruitment Committee-JJA. The publication costs and expenses 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 in other Government website as per the Rules.
16. **Video Film and Bio-Matric:-** The features of Video Film and Bio-Matric shall be incorporated in the recruitment process.
17. **Coding & De-Coding :-** Coding & Decoding features shall be involved in the process of the examination.
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. Handover the dossier of selected candidate to the Recruitment Committee in hard as well as soft copies in PDF format viz. details of the registered candidates, marks secured details of passed candidates, merits, name of examination centers etc.
20. Data of entire Recruitment Process shall be handed over to the Recruitment Committee as and when require by the O/o of District & Sessions Judge (HQs)/Chairman, Recruitment Committee.
21. Any other criteria or terms of reference or final details regarding the work to be executed can 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. **SPACE**: If required, the Agency will be provided a suitable space in District Courts, Tis Hazari Court Complex, Delhi free of cost.
2. **TIME LINE**: The recruitment process has to be completed within the timeline fixed by Recruitment Committee.
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 Codes” to Recruitment Committee.
6. **BANK GUARANTEE**: Bank Guaranty of 25% of the awarded amount shall be furnished by the successful Agency at the time of signing of contract.
7. **MISCLLENEOUS** : The interested agency should submit all relevant details as per Annexures mentioned under key submission. The bid should reflect the work experience & financial strength of the interested agency. The agency will be required to work under supervision of Recruitment Committee.
8. **ARBITRATION CLAUSE** : In case of any dispute, matter shall be referred to the 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.
9. **TECHNICAL BIDS AND FINANCIAL BIDS:-** The bids documents furnished by the vendors shall include both technical as well as financial aspect. The Financial bids must be submitted in the given format. The bid documents should be submitted in sealed envelopes scribing “Tender For Recruitment of Junior Judicial Assistant” Examination.
10. **SECURITY DEPOSIT/EARNEST MONEY DEPOSIT (EMD) :-** The bidders should enclose the EMD of INR 5, 00, 000 (Rs. Five Lac 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.
11. **MODE OF PAYMENT:** - The payment to the vendors 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.

12. **SOFTWARE FOR RECRUITMENT:-**

1. Software should have scalability to receive any number of applications.
 2. Software should be capable enough to handle more than 10000 multiple request at a time and does not hang.
 3. Every downtime in software and failed attempts should be reported to this office.
 4. Company shall handle queries related to technical aspects of filling up of 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.
 5. Company will report every administrative queries to this office received online.
 6. Software must certificate of security audit from any Cert-in vendor or equivalent.
 7. Software should be hosted preferably in India.
13. **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.
14. **SUBCONTRACTS:-** The vendors shall not without written consent of the Chairman, Recruitment Committee subcontract or assign the awarded contract or any part thereof to any third party.
15. **CONSORTIUM :-** No Consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.
16. **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.
17. **REVISION OF PRICES /RATES:-** The prices/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 prices/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.
18. **EVALUATION & ACCEPTANCE OF THE OFFER:-** Selection of the vendors 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.
19. **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 they cannot withdraw their offer. However, the period may be extended further, if required, by mutual agreement from time to time.
20. **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.

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 and the 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.
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 this effect from the Oath Commissioner/Notary Officer.
4. Necessary Documentary Proof be submitted along with EIO documents.
5. After opening of offer, on the scheduled date, time & venue, the committee shall examine the contents of the EOI document along with all prescribed mandatory documents.
6. If any quotation during the evaluation process does not meet with the EOI conditions laid down in the EOI document the same will be out rightly rejected.

DOCUMENTS REQUIRE

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

1. Up to date Income Tax Clearance Certificate.
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. EOI 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**
12. Submit the complete sealed EOI, on or before 4:00 P.M. on 03.07.2017 by Post/Courier/By Hand at the below mentioned address:-

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

13. Quotation not submitted within time will not be accepted under any circumstances. The decision of the Recruitment Committee shall be final and no enquiries or application for review shall be entertained.
14. The O/o District & Sessions Judge (HQs), Delhi reserved the right to modify the terms & conditions partially or wholly or cancel the EOI without assigning any reasons.
15. For any further clarification please contact Sh. S.K. Rastogi, AO (Judl), Recruitment Cell on 23950919 (Extn.1386) on any working day.

Expression Of Interest

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

I/We _____ the Proprietor/Partner/Company offer to provide our services in conformity with the EOI document issued by the O/o District & Sessions Judge (HQs), Delhi for recruitment of Junior Judicial Assistant.

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 EOI 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	Service Tax Registration No., if applicable	
9	Name Telephone & Mobile No. of the dealing/authorized representative	
10	Any other information.	

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 “EOI 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 2017

For _____

(Name, Designation and Address)

Accepted _____

(Signature)

(Name, Title and address of the Attorney)

Date: _____

**Undertaking Regarding Blacklist
(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, 2017.

Name of the Applicant

Signature of the Authorized Person

Name of the Authorized Person

Details of experience regarding works for the year 2013-2014, 2014-2015, 2015-2016, 2016-2017 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

Note:- Project of similar nature currently under execution may also be furnished by the Agency.

(Signature of Bidder)

Financial Information

Years	Annual turnover (in INR Lakhs)	Net Worth (in INR Lakhs)
FY 2017 onwards		
FY 2016-2017		
FY 2015-16		
FY 2014-15		
FY 2013-14		

(Signature of Bidder)

FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID

The proposal should be the details of the charges per registered candidates after considering the modified “Express of Interest” Documents.

S. No.	No. of Candidates	Charges per Candidate (in ₹)
1.	For assured minimum number of 25000 candidates.	
2.	For candidates exceeding 25000 and upto 50000 candidates (i.e.25001 to 50000).	
3.	For candidates exceeding 50001 to 100,000.	
4.	For candidates exceeding 100,000 above.	

Submitted By:

Signature of authorized representative:.....

Full Name :

Designation :

Name & Address of Agency :

Seal :.....

Date :

Place