

### **Annexure-I**

1. DJA reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
2. After going through the details furnished in the Financial Bid, the Agencies will be short-listed. Only short-listed Agencies will be issued a formal tender later.
3. Please quote Service Tax Registration No., VAT Registration No. & PAN No. in your offer (Technical bid).
4. The financial bids of only those will be opened whose specifications meet Delhi Judicial Academy requirements and are approved by this office.
5. Payment Terms: 100% against successful conduct and completion of recruitment process till the stage of final interview to the satisfaction of the DJA.
6. Rates quoted shall remain firm till the completion of work.
7. The jurisdiction in case of disputes shall be the Courts of Delhi.

### **Annexure-II**

#### **Format for Technical Bid**

The bidder is required to furnish the following information along with the supporting /required documents as an essential part of technical bid in the sealed envelope super scribed "Technical Bid"

1. Detailed business profiles along with physical infrastructure and organizational structure showing details of professional, technical and other manpower.
2. The agency is required to give evidence of having successfully undertaken similar projects.
3. Service Tax Registration No., VAT Registration No. and PAN No.
4. Detailed note explaining the scope of work as understood by the agency & which shall be executed by it.
5. Detailed lists / procedures of quality control & maintenance of confidentiality, which the agency proposes to conduct during the recruitment process.
6. Balance Sheet of the Tendering Agency for the last three years be enclosed with the Tender.

During technical evaluation preference would be given to agencies having prior experience of similar work.

### **Annexure-III**

#### **Format Financial Bid**

Agencies are encouraged to give their financial bid in the following format giving pertinent break-ups and timelines.

Description of Work which the agency will undertake

Expectations from the Academy

#### **Time-lines for each component including:**

- Preparation of Application Forms
- Preparation and hosting of ONLINE application process
- Scrutiny of Applications and short listing of candidates for interview or tests
- Preparation of Question papers
- Conduct of written test
- Conduct of shorthand and computer typing tests
- Compilation of results in case of Written test
- Shorthand and computer typing test (for Sr. Stenographer & Stenographer)
- Computer typing for LDC's
- Charges may be quoted per candidate in each category of posts.