

No: **DJA/Recruitment of Staff/ 379-A/5151/2010**

Dated: 10/06.2010

TENDER NOTICE

Sealed tenders are invited from reputed and experienced companies/agencies to conduct the recruitment process on behalf of the Delhi Judicial Academy for the following posts at the earliest:

Sr. No	Posts	No. Of Posts	Mode of Recruitment
1.	Assistant Librarian-cum-Information Officer	01(UR)	Written Test & Interview
2. 3.	Senior Stenographer Stenographer	05 (UR-4 & OBC-1)	Shorthand test at the speed of 100 w.p.m. + Computer Typing Test at the speed of 40 w.p.m. & Interview
4. 5. 6. 7.	Assistant Upper Division Clerk Library Clerk Lower Division Clerk	04 (UR-3 & OBC-1) 02 (UR) 02 (UR) 06 (UR-3,OBC-2 & SC-1)	Written Test & Interview Written Test & Interview Written Test & Interview Written test and Computer typing test at the speed of 35 w.p.m. and interview
8. 9. 10.	Staff Car Driver Bus (HTV) Driver Dispatch Rider	04(UR-3 & OBC-1) 02 (UR) 01 (UR)	Interview on the basis of merit-cum-fitness subject to qualifying skill test by Govt. Motor Training School or the State Govt. authorized institution
11. 12. 13.	Xerox Operator Peon Library Binder	01(UR) 08(UR-5, OBC-2 & SC-1) 01(UR)	Interview

Further details about the qualifications and process for filling these posts may be found at the DJA website at: **www.judicialacademy.nic.in**

The whole recruitment process is proposed to be outsourced and entrusted to the selected Recruitment Agency which shall do everything necessary for successful recruitment against the posts advertised (except conduct of final interviews of candidates short-listed either after or without the written test and issuance of appointment letters), in consultation and under the direct supervision of the Academy. Without affecting the generality of the above, the Outsourcing Agency will have the responsibility of

- 1.Preparation & receipt of applications;
- 2.Receipt of requisite application fees;
- 3.Scrutiny and short-listing of eligible candidates for written test or direct interview as prescribed and in accordance with the criteria determined by the Academy;
- 4.Preparation and dispatch of Admit Cards, conduct of written test, shorthand and computer typing test, compilation and handing over of results to the Academy, in cases where test/s have been prescribed;
- 5.Preparation and dispatch of interview letters to short-listed candidates after scrutiny or written test/s as per the criteria determined by the Academy

Terms and conditions of the tender are as follows:-

- 1.The Recruitment Agency should have experience of minimum of 5 yrs of handling the recruitment process for recruitment in Courts, Government / Semi-government Departments & Autonomous Bodies, etc., including receipt of applications (online / by post /Personally).
- 2.The Agency should have the requisite infrastructure along with competent trained staff & experience of handling/completion of the job of processing of at least 20,000 applications for any successful recruitment in the last two years.
- 3.The agency at least should have average minimum annual output to the tune of Rs. 30 Lac during the last three financial years.
- 4.The Tender should be accompanied with bank draft of Rs. 10,000/- drawn in favour of 'Director, Delhi Judicial Academy' payable at Delhi as 'earnest money' which will be refunded to the Tenderer later.
- 5.The Tendering Agency should not have been debarred by any Govt./Semi Govt. Department or

The agency interested to submit the Tender for undertaking recruitment process on behalf of the Delhi Judicial Academy, may submit the same in two parts (a) Technical bid and (b) Financial bid, as per details given in Annex-I, II, and III in two separate sealed envelopes superscripted with words 'Technical Bid' and

'Financial Bid' respectively. Both these envelopes then be put in a bigger sealed cover superscribed with words 'DJA Recruitment Process Bid' and should be sent so as to reach the Director, Delhi Judicial Academy latest by 12.00 noon on or before 05th July, 2010. The tenders received after the prescribed date and time will not be considered.

The tenders will be opened on the same day at 3.30 p.m. in the Room of Director of the Delhi Judicial Academy. Firstly, technical bid will be considered. Thereafter, the financial bids of the tenderers meeting the conditions of the technical bid would only be considered. The tenderers may be present at the time of the opening of tenders.

Any clarification/ doubt may be addressed or personally discussed, if need be, to the office of the Director, Delhi Judicial Academy, before submitting the bids.

**DIRECTOR
Delhi Judicial Academy**

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"

- I. Detailed business profiles along with physical infrastructure and organizational structure showing details of professional, technical and other manpower.
 - II. The agency is required to give evidence of having successfully undertaken similar projects.
 - III. Service Tax Registration No., VAT Registration No. and PAN No.
 - IV. Detailed note explaining the scope of work as understood by the agency & which shall be executed by it.
 - V. Detailed lists / procedures of quality control & maintenance of confidentiality, which the agency proposes to conduct during the recruitment process.
 - VI. 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)