

Notice (Quotation)

Sealed quotations are invited by the Registrar Recruitment, High Court of Punjab and Haryana, Chandigarh from the reputed firms/service providers quoting therein rates and terms & conditions for conduct of the online registration of the candidates wishing to appear for the scheduled competitive test to be held for Clerk and various posts on the Establishment of this Court. The quotation must reach in this **office on or before 22.04.2015 till 5:00 PM**. The quotation received after due date and time would not be considered in any condition. The envelop of sealed quotation should super scribed words "**quotation for conducting the online registration/process of the candidates wishing to appear for the test for applying for the post of clerk and various posts**"

The engaged service provider will have to ascertain the terms and conditions mentioned as under before applying for tender for executing the work of online registration of application for the post of clerks.

1. The service provider will be bound to maintain the secrecy in each respect of the recruitment process and any lapse in this regard would be treated as misconduct and breach of trust.
2. The engaged service provider will be responsible for creation and maintenance of web page for information and its acceptance of online applications. Engaged service provider will be solely responsible for the completion of recruitment process till the final declaration of result, Step-1, Step-II, Generation of lists as desired by the office, various communication with the candidates under the order of High Court and other ancillary works required for smooth conduct of recruitment processes. Engaged service provider shall be bound to deposit the requisite amount against performance as desired by authority which can be fixed at 10% on the basis of total tentative amount vide bank draft extendable for the one year. The amount will be refundable after the completion of process latest as earlier as possible. If the completion of online process takes more than 1 year, service provider will be responsible for furnish fresh bank draft accordingly.
3. The firm will be bound to maintain the schedule as declared and the job will be completed within time frame fixed in advertisement or as desired.
4. The mode of payment would be settled at the time of finalization of the quotations and in each situation part payment/installment will not exceed of the 30% of total amount as per (GFR).
5. The firm will submit document showing its expertise and people of performed jobs so that credibility/liability of firm could be assessed.

6. Service provider will be engaged on the basis of lowest price quoted by the firm. High Court reserve right to engage any other service provider on the basis of credibility. If at any stage it is deemed by High Court that engaged service provider is unable to complete the job satisfactorily, High Court will be at liberty to award the job to other service provider by the following due procedure.
7. Service provider will not engage any sub service provider without the permission of High Court. If allowed, still the Main responsibility of completion of the job will be of the engaged service provider.
8. Service provider will engaged on approved rates on recruitment process for various posts to recruit on line process. Service provider cannot claim entrustment of agreement as a matter of right for next recruitment.
9. **The firm provides the following features in software module for conducting the online registration of the candidates wishing to appear for the test for applying for various jobs under the Hon'ble High Court.**
 - A. Web page designing, development and hosting for online registration by the applicant.
 - B. Candidate planning to appear for the entrance test should be able to access an application under a particular URL (domain name to be suggested by the Hon'ble High Court) and submit the online application and relevant details about his candidature.
 - C. Candidate will be given the acknowledgement slip for the registration confirmation and EFT receipt with printing facility of the filled in registration/EFT slip and an Email/SMS confirmation.
 - D. Candidate to be given two options for the fee payment.
 - i) Online payment gateway through internet banking, debit and credit cards etc.
 - ii) Offline payment gateway in the bank i.e Electronic Fund Transfer in a Bank Account of High Court.
 - E. Reconciliation of the payment received in the bank and intimation to customer for the cross checking of the candidate credentials.
 - F. Issuance of the Roll No. Slip to the candidate via Email and SMS confirmation to him at the same point of time the candidate to have the option of downloading the same from the website.
 - G. Customized reporting including attendance sheet with scanned photograph and signatures in various formats as suggested by Hon'ble High Court to be provided by the vendor. Centre wise attendance sheet, roll numbers will be allotted, designed and printed and supply of admit card stationary on a laser printer.
 - H. All the necessary hardware, domain name registration and webspace and software required to do so to be taken care by the vendor.
 - I. In the selection process as conducted by the High Court at the time of conducting computer/other proficiency test, interview roll numbers/admit cards will be generated Centre wise and to print, upload the same by the vendor as per the requirement of the High Court.
 - J. Vendor to provide technical helpdesk services for this application for the candidates in case they are facing any

challenge while registration for the period as suggested by the Hon'ble High Court.

- K. The site will be hosted on a secured server i.e. free hacking and virus. Vendor will be responsible for management and backup of online registration data to avoid data loss through viruses, application problems, human errors, operating system failure and many more during the process.
- L. The job work will strictly be done under control, security and confidentiality by the vendor.
- M. During the process the vendor will be sending at least six SMSes to each candidate as required by the Hon'ble High Court from time for confirmations and giving information.
- N. The vendor will hand over the online data, reports in the desired format (hard and soft copies) as and when required by the High Court and without any delay.
- O. Domain name, design, layout, contents and copy Right of the website, processes and forms shall be vested with the Hon'ble High Court.


7.7.2015
Registrar Recruitment