

**HIGH COURT OF JUDICATURE AT ALLAHABAD,  
ALLAHABAD (U.P.) - 211017, India.**

**<http://www.allahabadhighcourt.in>**



**REQUEST FOR PROPOSAL  
FOR  
RECRUITMENT RELATED ACTIVITIES**

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## **1. Introduction:**

- 1.1 High Court of Judicature at Allahabad invites sealed Tenders in two Bid (Technical & Financial) system from eligible and reputed Bidders for award of contract for Recruitment related activities.
- 1.2 The various stages (Pre-Examination and Post-Examination) in Recruitment process of **various posts**, broadly, are as follows:
- Receipt of Applications in online mode;
  - Generation and online availability/downloading of Admit Cards;
  - Test Content Creation in 4 sets with backup arrangements;
  - Management of written Examination(s) at Exam Centers;
  - Typing and Stenography Test of Shortlisted candidates for Class-II and Class-III or equivalent posts;
  - Preparation of list of shortlisted candidates;
  - Declaration of Final Results, etc.
- 1.3 The scale of operations may be of processing of approximately One Lakh applications per examination, which may vary.
- 1.4 High Court of Judicature at Allahabad intends to seek assistance of Agencies having proven competence and rich experience in carrying out similar activities; and having excellent infrastructure facilities for carrying out different tasks relating to various Recruitment processes. High Court of Judicature at Allahabad invites Bids as per details given in the following sections.

## **Schedule of Activities:**

- 1.5 The schedule of activities shall be as follows:

Last date of receipt of offers	22/10/2018 at 02:00 p.m.
Date of opening of technical Bids	24/10/2018 at 02:30 p.m.
Cost of Tender Document	Rs.10,000/- ( to be submitted along with the Tender Document) in the form of Demand Draft. (Non refundable)
Earnest Money Deposit	Rs.5,00,000/- (Rs.Five Lakhs Only) in the form of Demand Draft.
Bid Validity Period	180 Days
Address for Communication	The Registrar General, High Court of Judicature at Allahabad , Allahabad (U.P.), India, PIN- 211017. Phone No.(0532) -2421761
Place of opening of the Bid	Office of the Registrar General, High Court of Judicature at Allahabad, Allahabad (U.P.), India, PIN- 211017.

## **2. Scope of Work for Recruitment/ Examinations Related Activities:**

2.1 The High Court of Judicature at Allahabad will notify the schedule of examination for Recruitment of various posts in the Establishment of High Court, Allahabad.

2.2 The proposed **schedule of receipt of applications** would be communicated separately.

2.3 Activities in respect of the Recruitment process are given as under:-

<b>Sl.No.</b>	<b>Description</b>	<b>Details at</b>
1	Creation and management of an online portal for receiving online applications	Annexure 1
2	Preparing the Online Databases	Annexure 2
3	Data integration and Setting up, Hosting and Maintaining the Portal	Annexure 3
4	Issue of E-Call Letters/Admit Cards	Annexure 4
5	Preparation of Test content in 4 sets with backup Arrangements	Annexure 5
6	Supply of Examination Centre Management Kits	Annexure 6
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9	Processing of OMR Answer Sheets, Scanning, Evaluation and Result Generation	Annexure 9

2.4 The Agency is required to submit its approach and methodology to execute the project clearly explaining how it intends to achieve the objectives and scope of the work. The HIGH COURT OF JUDICATURE AT ALLAHABAD reserves the right to withdraw activities listed under any of the Annexures and treat them independently.

### **Eligibility for Participation:**

2.5 The Agency must be a Company registered under the Companies Act, 1956 or a Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act for at least three years as on 12/10/2018.

2.6 The Bidder must have an annual turnover of not less than **Rs. 25 Crores** (Rupees Twenty Five Crores) in each of the preceding three financial years (i.e. FY 2015-16, 2016-17 and 2017-18) and the audited Balance Sheet of the relevant period is required to be submitted by the Bidder.

2.7 The Agency should have atleast ISO 9001 & ISO 27001 certification. The Bidder having CMMi certification would be given preference.

2.8 The Agency should have executed atleast 2 projects related to Recruitment or examinations (Submission of application form online, generation for downloading of Admit Card online, Conduct of examination, Result preparation and declaration etc.) after 01/04/2016 of various category posts viz. Group – 'A/ 'B/ 'C/ 'D' or equivalent of the Central Government/ State Government/ Union Public Service Commission/ Government Departments/ Banking/ PSUs/ Reputed Private Institutions/ Joint Entrance Examination for Engineering/ Medical/

Management etc. or any other Examination equivalent to it in which the number of applicants/ candidates participated in the Recruitment/ examination should have been atleast 1,00,000 (One Lakh). The Bidder shall be required to submit relevant details/ documentary proof in support of what methodology they adopt towards conducting examinations of various category of posts, so as to enable the High Court to evaluate the capabilities of the Bidder towards conducting examinations of various category of posts viz. Group – 'A' 'B' 'C' 'D' or equivalent.

- 2.9 The Agency must have executed at least one End to End Project (From Application management, Admit Card management, Examination conduct management, Confidential matter handling, conduct of Examination and Result Generation) of offline examination for atleast One Lakh candidates in last one year.
- 2.10 The Bidder Firm must have in house capabilities for handling/ management of Examination/ Recruitment process, OMR Scanning, Database generation, Result preparation etc.
- 2.11 The Bidder Firm should have either its own or hired from third party Tier – 3 or higher Data Center CERT-IN certified facility with DR location. In case, if the Bidder Firm has taken services of Data Centre facility from third party, a copy of the Agreement executed between the Bidder Firm & the third party Data Centre service provider shall be required to be submitted with the Bid. The Agreement should be valid for the period of not less than completion of Recruitment process/ Examinations relevant to scope of this Tender. The Bidder shall also be required to submit a certificate towards data security, data availability and 100% error free data recovery in case of Server/ Data Centre failure throughout the time period of scope of the Tender.
- 2.12 The Bids of Bidders blacklisted by the Central Government/State Government or instrumentalities thereof shall not be considered. The Bids of the Bidders/their Partners/ Directors/ Agents against whom any criminal case is pending before any Court shall also not be considered.
- 2.13 The Bidder Firm should have at least 500 trained and experienced manpower on rolls. Preference may be given to the Bidder Firm having same employees strength in Uttar Pradesh. The Bidder Firm must have flexibility to deploy more skilled manpower, if required. Bidder Firm must submit the list of employees containing details like Employee id, name, Company's Email ids, Contact number etc.

**Evaluation Criteria:**

- 2.14 Bids shall be evaluated by the Recruitment Committee comprising of Hon'ble Judges. The High Court reserves right to reject the lowest offer or any other offer without assigning any reason.
- 2.15 Bidders may submit their Bids as per following details :-

Sr. No.	Criteria
1	Annual turnover of the preceding three financial years from Recruitment/ examination business in India.
2	Quality certifications for conducting Recruitment/examination related activities.
3	Dedicated manpower on rolls deployed in Recruitment/ Examination process

	(Provide list of manpower with corporate email id and employee id)
4.	Recruitment or examination processes carried out in last 2 years in the Central Government/ State Government/ CUPSC, PSCs, Government Departments, Banking, CPOs/ State Police/ Engineering, Medical or Management/ Reputed Private Institutions in which the number of applicants/ candidates participated atleast 1,00,000 (One Lakh).
5.	Experience in successfully executing/ supporting hybrid type (both Online and Offline) Recruitment/ examination related activities for any department of last 2 years for a large number of candidates.
6	Experience of scanning number of OMR Application Forms in a single process & single scanning and database generation in a single process in last 2 years.
7	In House Scanning capability of the Agency (in terms of number of OMR sheets scanned per day). In no case scanning process may be outsourced.
8	Experience of having executed end-to-end Recruitment processing work for Government / PSU clients in Uttar Pradesh for at least 2 Departments.

**Note:** Documents as proof required for above -

- Profit and Loss Statement, Balance Sheets for last three years for serial No. 1
- Copy of certificates for No. 2.
- Copies of work orders and completion certificate for Nos. 4, 5, 6 & 8.
- The documents must be self-certified.
- Experience should not include subletting work. Work experience should be counted on basis of end to end project execution in a single process.

**PER CANDIDATES CHARGES TO BE CLAIMED/FORMAT FOR QUOTING RATES**

Sr. No.	Activities	Unit Rate per candidate in INR	Remarks if any
1	<b>Bidders are required to submit their Bids for complete package on per candidate basis i.e. from the date of advertisement till final results are declared (including Computer knowledge/Typing Test and Stenography Test for Class II and Class III posts) indicating separately the charges/rates on per candidate basis for written examination as well as for Stenography and Computer knowledge/ Typing Test.</b>		

- The rates quoted should include all taxes and all duties and levies, whatever applicable, F.O.R. Allahabad. The rates quoted shall be valid for the entire duration of the process.
- All supporting documents should be annexed along with an index of such documents in the same order as tabled. Incomplete Bids will not be considered.

The HIGH COURT OF JUDICATURE AT ALLAHABAD will prefer a single vendor to complete the entire process as defined under the scope of the Tender.

**Terms and Conditions:**

- 2.18 Bidders are required to submit authorization letter to the signatory of the Bid by the competent authority of the Bidder, to participate in this Bid.
- 2.19 The Bidder shall bear all the costs associated with the preparation and submission of his Bid.
- 2.20 Canvassing in any form in connection with the Tender is strictly prohibited and will disqualify the Bidder.
- 2.21 If due to administrative reasons, the venue is changed, it will be conveyed to the Bidder.
- 2.22 The Bidders are suggested to refer official website of the High Court <http://www.allahabadhighcourt.in> for further clarifications/ notices/ information etc., if any, relating to this Tender.
- 2.23 In view of the nature of the work, High Court of Judicature at Allahabad expects 100% error free processing of the Recruitment process at all stages.
- 2.24 The selected Agency shall provide a Bank Guarantee towards performance security equivalent to 10% of the total Work Order value, with a validity period upto the year 2021.
- 2.25 The Agency shall enter into a Memorandum of Understanding with the High Court of Judicature at Allahabad detailing Scope of Work, Service Level Agreements, Penalties, Financial and other terms & conditions.
- 2.26 The Agency shall deploy a dedicated Project Manager and a team of requisite skilled manpower for the project at Allahabad. Names, qualifications, experience of key team members need to be specified.
- 2.27 The Agency must possess valid licenses of the softwares used for the High Court of Judicature at Allahabad if required.
- 2.28 The Agency should have either its own or from third party Tier – 3 or higher Data Center CERT-IN certified facility with DR location in India or having tie up with the State Data Center or NIC Data Center (proof of tie up required to be submitted with the Bid).
- 2.29 All information, data, reports, studies, object modules, executables, flow charts, diagrams of any nature whatsoever produced by, for, or as a result of, any of the Services, and all copies of the foregoing, shall be the sole and exclusive property of the High Court of Judicature at Allahabad. The information or documents required, created and submitted in the development and implementation of this project in any or all source code modules other than IPR and on all reports, diskette labels, CDs, DVDs, Portable Hard disk software screens, flowcharts, and diagrams shall be the exclusive copyright of the High Court of Judicature at Allahabad, Uttar Pradesh.
- 2.30 The selected Agency shall provide information/database/results in Hard Copy as well as in Soft Copy, as and when desired by the High Court.

- 2.31 High Court reserves the right to seek demonstration of Bidder's software/ online portal proposed in the Bid.
- 2.32 Confidentiality of the process shall be paramount and any lapse shall invite penalties. The selected Agency shall not disclose the fact that it is working for the High Court of Judicature at Allahabad to the third parties.
- 2.33 Penalties shall be imposed in case of failure by the Agency to deliver the services according to the agreed terms and conditions and time lines.
- 2.34 The selected Agency would have to comply with the e-governance standards of Government of India <http://egovstandards.gov.in> .
- 2.35 In case of any manipulation by the Agency, High Court of Judicature at Allahabad reserves the right to proceed against the Agency under the relevant provisions of Law.
- 2.36 The successful Agency is required to comply with the requirements of all the Acts, Rules and Regulations framed by the Central Government/ State Government relating to contract work and the High Court, Allahabad will not be responsible for any breach thereof.
- 2.37 The High Court, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.
- 2.38 All disputes related to this Bid are subject to Allahabad Jurisdiction.
- 2.39 Bidders must have fair record while handling confidential data or any other examination/ Recruitment related activities.
- 2.40 Engaged Agency has to furnish facts/ materials/ reports/ instructions/ directions pertaining to examination sought for under RTI Act 2005, desired in Writs Petitions/ Case filed before Court etc. within required time as asked for.
- 2.41 The selected Agency must ensure that the examination center must be situated in the local limits of municipal corporation of the district concerned;
- 2.42 The entire premises of the examination centers including examination halls must be equipped with closed circuit television cameras.
- 2.43 The High Court may recover any amount due from the selected Agency by invoking the PBG either in full or in part. In such an event, the Agency shall replenish the PBG within 7 days, failing which the High Court may terminate the contract and recover the loss/ damages from the Agency.
- 2.44 The High Court reserves the right to cancel the contract at any time without assigning any reason and the decision of the High Court will be final and binding on the selected Agency. In that event, the High Court shall not be liable to pay any compensation to the Agency. In case of any dispute, the Courts at Allahabad alone will have the jurisdiction.



- 2.45 On cancellation of the contract it will be open to the High Court to award the contract to another party and the extra cost incurred by the High Court in the completion of the work, loss/ damages will be recovered from the selected Agency.
- 2.46 In the event of cancellation of the contract, the High Court will also be entitled to invoke the EMD and/or PBG submitted by the selected Agency either in full or in part, including the institution of legal proceedings as are available in law.
- 2.47 The duration of the contract shall be for a period of three years.
- 2.48 The examination centre must be equipped with the mobile jammers.

**Submission of Bids:**

- 2.49 The **Technical** and **Financial** Bids should be submitted in **two separate sealed envelopes** clearly indicating the contents of each envelope. **Both these envelopes should be kept in a single bigger envelope with an endorsement at the top “REQUEST FOR PROPOSAL FOR RECRUITMENT RELATED ACTIVITIES - NOT TO BE OPENED BEFORE 24.10.2018”.**
- 2.50 Interested and eligible Bidders may submit their Bid either personally or by post (Registered/ Speed Post)/ Courier to the **Registrar General, Allahabad High Court, Allahabad, U.P. - 211017**, so as to reach the High Court on or before 22.10.2018 by 02:00 p.m. The High Court will not be responsible for any delay on the part of the Postal Department/Courier. Any Bid received after the aforesaid last date and time will not be accepted. Conditional Bids will also not be considered.
- 2.51 **The Technical Bid must be accompanied by:-**
- a) A Demand Draft for Rs.10,000/- (non-refundable) issued by a Scheduled Bank and drawn in favour of **Registrar General, High Court of Judicature at Allahabad, Uttar Pradesh** payable at Allahabad towards cost of Tender documents.
  - b) A Demand Draft for Rs.5,00,000/- (Rs. Five Lakh) issued by a Scheduled Bank and drawn in favour of **Registrar General, High Court of Judicature at Allahabad, Uttar Pradesh** payable at Allahabad towards Earnest Money Deposit (EMD).
  - c) Signed Tender Document.
  - d) All Statuary documents and Relevant Experience Certificates as per RFQ requirements.
  - e) The Technical Bid envelop should superscribed with 'Technical Bid'.
- 2.52 **Financial Bid should contain:-**

Financial Quote for the services strictly as per given format on the letter head of Bidder with Bidder's signature, which need to be kept in a sealed envelop superscribed on it 'Financial Bid'.

**Financial Bids of only such Bidders who qualify the Technical Bid will be opened.**

- 2.53 The Bids must be submitted as per schedule indicated in the Schedule of Activities in hard copies (no soft copies shall be entertained) under sealed covers addressed to:

**Registrar General**  
High Court of Judicature at Allahabad,  
Allahabad (U.P.), PIN- 211017.  
Phone No. : (0532) -2421761

**2.54 Arbitration:**

- (1) Any question, dispute or difference arising out of or under the Tender shall be referred to the sole Arbitrator to be appointed by the Hon'ble Chief Justice of the High Court whose award shall be final and binding on the parties.
- (2) During the arbitration period, except the Clause or Clauses under dispute and/ or ambiguous and referred for arbitration, rest clauses of the Tender shall remain enforceable among the parties.

### **Annexures**

- Annexure 1: Creation and management of an online portal for receiving online Applications
- Annexure 2: Preparing the Online Application Databases
- Annexure 3: Data integration and Setting up, Hosting and Maintaining the Portal
- Annexure 4: Issue of E-admit Cards/E-Call letters
- Annexure 5: Test Content creation in 4 Sets with Backup arrangements
- Annexure 6: Supply of Examination Centre Management Kits
- Annexure 7: Conduct of Examinations
- Annexure 8: Designing, Printing and Supply of OMR Answer Sheets
- Annexure 9: Processing of OMR Answer Sheets, Scanning, Evaluation and Result Generation

**Annexure - 1**

**Creation and management of an online portal for Receiving online Applications:**

1. The Agency shall create a dedicated website/ online web portal having modules for filling and submission of application forms online in bilingual mode i.e. both in Hindi and in English, Admit Card generation/ downloading, Result declaration etc.
2. The website/ portal and online application form should be designed keeping in view the Recruitment procedures, reservation criteria and other relevant rules of the Government of Uttar Pradesh and under the guidance of High Court of Judicature at Allahabad.
3. The online application must be tested over cross platform, browser etc. Each and every module/ functionality should work properly. The website/ portal must be hosted in a secure environment. The server/ data center must be capable enough to handle traffic load efficiently.
4. Necessary security measures/ certifications etc. shall be taken care of by the Agency.
5. The website/ online portal should have integration with an online payment gateway facility, to receive the amount online as an examination fee from the applicants, in the Account/ designated Bank as specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
6. The portal shall have an administrative module for the authorized functionaries of the HIGH COURT OF JUDICATURE AT ALLAHABAD. It should also provide real time information to the High Court.
7. The portal shall have functionality for generating email and SMS based responses to the candidates at the required stages of the Recruitment process as instructed by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
8. Regular MIS reports shall be submitted to the HIGH COURT OF JUDICATURE AT ALLAHABAD till the completion of Recruitment process.
9. The selected Agency shall be required to setup helpdesk support equipped with Toll Free numbers, SMS/ email based services and shall depute sufficient number (atleast 15) of support staff to provide assistance/ support to the candidates, till the entire Recruitment process.
10. Agency should use open source technologies preferably for development of portal/ application form. No additional payment shall be made for software/ hardware/ modules/ licenses etc.

**Annexure - 2**

**Preparing the Online Application Databases:**

1. Coordination and receiving the online application database from the HIGH COURT OF JUDICATURE AT ALLAHABAD if needed.
2. Identification of candidates eligible for age and fee relaxation by matching the application data.
3. Purification of the database as per decisions of the HIGH COURT OF JUDICATURE AT ALLAHABAD.
4. Generation of MIS reports daily and as per requirement of the HIGH COURT OF JUDICATURE AT ALLAHABAD.
5. Creation and delivery of an error free database to the HIGH COURT OF JUDICATURE AT ALLAHABAD for storage and retrieval on a suitable medium. The database shall be in open source server architecture and should be fully searchable. An interface for searching the database on all fields shall be provided which will display information in a format acceptable to the HIGH COURT OF JUDICATURE AT ALLAHABAD.
6. A verifiable audit trail of all activities undertaken shall be maintained by the Agency which may be inspected by the HIGH COURT OF JUDICATURE AT ALLAHABAD anytime.

**Data integration and Setting up, Hosting and Maintaining the Website/ Portal:**

1. The Agency shall be responsible for data integration of all the stages of the Recruitment process. It shall set up, host and maintain a website/ online portal for comprehensive management of the entire Recruitment process from the stage of receiving applications till declaration of final results.
2. The web server/ Data Centre either own or hired from third party should be secure, reliable, robust etc. and shall have to be located in India. The Agency is fully responsible for availability, scalability, secure backup etc. of data and also 100% error free data recovery & restoration in case of server failure. The Data Centre facility must have Disaster Recover sites.
3. The web server, hosted applications and the database shall comply with CERT-IN security guidelines or equivalent and should be security audited by CERT-IN approved vendors. The website should be accessible through all the standard/popular browsers, Operating Systems etc.
4. The website/ portal should support all the stages of the Recruitment process, viz., Written Examination, Computer Knowledge/ Type Test, Stenography Test and Results preparation/ declaration etc.
5. The Agency shall be responsible for uploading of Admit Cards for the primary stage as well as the subsequent stages on the website in a downloadable/ searchable form. An interface should be provided to the candidates and subsequently communicated by SMS/ E-mail so that they can download their Call Letter on a proper authentication/ login as per direction of High Court of Judicature at Allahabad.
6. The Agency shall be responsible for export/ import of Examination Centre wise/ Date wise/ Session wise/ Room wise data to/from an Agency specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD before the conduct of a Written Examination etc.
7. For result processing of each written examination, the following activities shall be done by the Agency as per direction of High Court of Judicature at Allahabad:
  - a. Uploading the answer key on the website for the specified period.
  - b. Inviting of objections for a specified period.
  - c. Uploading the scanned images of the two separated parts of answer sheet of the candidates by combining them together along with their scores on the basis of purified answer key for a specific period.
  - d. Inviting of objections for a specified period.
  - e. Declaration of results etc.
8. The Agency shall be responsible for integration of the results of Written Examination.

9. An interface shall be provided for the candidates through the website/portal to assist them during the entire process. The website/portal should have sufficient security features to prevent unauthorized access to the data.
10. An interface shall be provided to the HIGH COURT OF JUDICATURE AT ALLAHABAD so that all activities relating to management of a particular Recruitment processes may be done by the authorized personnel of the HIGH COURT OF JUDICATURE AT ALLAHABAD.
11. The selected Agency shall provide appropriate training to authorized personnel of HIGH COURT OF JUDICATURE AT ALLAHABAD as required, to operate the website/ online portal efficiently, view/ generate MIS reports, Admin panel operations etc.
12. At the end of Recruitment process, the entire data relating to that process and web pages shall be archived and handed over to the HIGH COURT OF JUDICATURE AT ALLAHABAD in External Drives/ DVDs or in other format(s) as desired by the High Court.
13. The Agency shall be required to ensure/ monitor high availability, faster speed, error free smooth operations etc. and quick response time of the website/ online portal even at peak loads, to ensure hazard less online application filing, online payment, Admit card search/ download, result search etc. to the candidates upto the satisfaction of the HIGH COURT OF JUDICATURE AT ALLAHABAD. In case of failure of any of the services, the Agency must have a backup plan to restore the entire services within minimum possible time.

**Annexure 4**

**Issue of E-Admit Cards/E-Call Letters:**

1. Identification of candidates eligible for relaxation of age and fee by matching the application data.
2. Identification of ineligible candidates on various parameters.
3. Generation of Roll Numbers ensuring randomization.
4. Data entry of Examination Center(s) data.
5. Online Portal for search/ download of Admit Cards having relevant information of the candidates and Examination related instructions.
6. Shortlisting and allotment of eligible candidates for Written Examination as per instructions of the HIGH COURT OF JUDICATURE AT ALLAHABAD.
7. Availability of E-Call Letters as specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD to the candidates online.
8. Providing a dedicated 15 seats Helpline with Toll free no., SMS and E-Mail facility for answering the queries of the candidates to be established in U.P.
9. Issue of duplicate/ additional Call Letters wherever needed.
10. A verifiable audit trail of all activities undertaken shall be maintained by the Agency which may be inspected by or handed over to the HIGH COURT OF JUDICATURE AT ALLAHABAD anytime.



**Annexure 5**

**Test Content Creation in 4 Sets with Backup arrangements:**

1. Agency is expected to prepare multiple choice objective type question papers for all candidates.
2. The question paper will have such numbers of questions as per the guideline/ syllabus provided by High Court of Judicature at Allahabad.
3. Question paper should have a balanced mix of easy (30%) average (50%) and tough (20%) questions.
4. Agency shall prepare 2 numbers of question papers (Examination Question paper) as per the guideline/ syllabus provided by High Court of Judicature at Allahabad e.g. one primary and one backup.
5. Each question paper would have 4 sets of question papers (A,B,C,D) with same question but with changed sequence.
6. Randomization of questions across all the four set should be ensured that no commonality in position of any question is found across any series. This process should be 100% accurate.
7. The sets will be bilingual (Hindi & English). Hindi translation of the question papers will also be carried out by the Agency.
8. Agency should ensure that all the content items must be error free.
9. The confidential material storage and its security would be provided by High Court of Judicature at Allahabad at each district level.
10. Supply of question paper to all the test centers as per count of candidates.
11. Instructions on the first page will be decided in consultation with High Court of Judicature at Allahabad , U.P.
12. Question paper as designed above should be printed on quality white/off-white paper (thickness – 60 GSM or higher).
13. Each question paper should be stapled on left hand side twice and sealed from the other three sides.
14. The Agency will deliver center wise/ district wise test material in sealed boxes as per directions of High Court of Judicature at Allahabad at a central location in each district. The question paper and OMR sheets will be packed in separate envelopes with their serial no (from – to) printed on them. The High Court of Judicature at Allahabad will facilitate the safekeeping of test material at each district head quarter under its custody till the exam day and will facilitate the distribution of the same with its officials to each district venue.

**Annexure 6**

**Supply of Examination Centre Management Kits:**

1. Generation, printing and supply of Exam Centre Management Kits, which will include:
  - a. List of roll numbers of candidates appearing at each Examination Center.
  - b. Seating plan.
  - c. Room wise Attendance Sheets with roll number, photograph and signatures of candidates, with provision for pasting of a fresh coloured photograph on the attendance sheet.
  - d. Room wise desk slips.
2. Supply of various Report Forms which are to be filled by the Center In-Charge.
3. Supply of packing material for the packing of Answer Sheets comprising labelled envelopes for easy handling and administration.

**Annexure 7**

**Coordination for Conduct of Examination:**

The HIGH COURT OF JUDICATURE AT ALLAHABAD conducts the written examinations at official venues and arranges for invigilation and supervision of Examination processes through official channels. The Examination Centre Management Kits, Answer Sheets and Question Papers are distributed through the official channels / by Agency; as per direction of High Court of Judicature at Allahabad. The Agency shall depute own employee as 'Centre Coordinator' at each Examination Centre at each session of Examination. Below are details for coordination for conduct of Examination :-

1. Agency would facilitate the booking for suitable and good venues across all districts in UP. Payout to the exam centers would be done by Agency. Agency would ensure one test center coordinator at center level, one invigilator per 24 candidates and support staff as required. The Agency would conduct venue preparedness exercise one day before the test, with all the venues & HIGH COURT OF JUDICATURE AT ALLAHABAD officials including the test coordinator & Invigilators briefing them about their role and duties. Venue Desk Roll No. stickering, Room Readiness, Invigilator Duty allocation & Duty chart preparation can also be done one day prior to exam.
2. Agency will be required to prepare standard test procedure in consultation with High Court of Judicature at Allahabad officials, with view to conduct the test uniformly in a fair manner at all venues. The procedure should be exhaustive and clearly indicate all the possible activities keeping in mind conduct of all UP district wise test by different people and venue. For this purpose the Agency is required to prepare a Test Manual, Standard Formats for capturing information etc. Allotments of Examination centers to candidates should be as per the direction of High Court of Judicature at Allahabad, U.P.
3. Agency would deploy own trained and experience manpower as Venue Supervisor at each test center to conduct test smoothly and coordinate between the HIGH COURT OF JUDICATURE AT ALLAHABAD and venue staff.
4. Agency would coordinate Pre-Examination preparation at each venue, which will include training, briefing, putting up signages and other administrative arrangements.
5. Agency would ensure packaging of answer sheets as per directions of the HIGH COURT OF JUDICATURE AT ALLAHABAD.
6. Agency would report impartially on the conduct of Examination for each session if applicable, which will include necessary details as specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
7. Agency would coordinate transfer of candidates' data, which may include biometrics, scores and reports of candidates, back to the Agency for integration with the master database if applicable.
8. Setup necessary hardware required for the same at the designated centers / scanning center.

9. All logistics expenses for handling confidential material would be borne by Agency, though the security provision would be provided by High Court of Judicature at Allahabad.

**Annexure 8**

**Designing, Printing and Supply of OMR Answer Sheets:**

1. Designing and printing of OMR answer sheets as per format approved by the HIGH COURT OF JUDICATURE AT ALLAHABAD with the following features:
  - a. The original answer sheet shall be in 1 part having the Barcode and unique serial number of the answer sheet.
  - b. Thickness of the original sheet shall be minimum 110 gsm.
  - c. Appropriate security features shall be incorporated as required.
  - d. The OMR sheets shall be pre-scanned.
2. Printed answer sheets shall be packeted in quantities as directed by the HIGH COURT OF JUDICATURE AT ALLAHABAD in tamper-proof envelopes with appropriate labelling.
3. Supply of answer sheets shall be done at locations specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
4. Supply of sample answer sheets watermarked as 'SAMPLE' in sufficient quantity for testing and training.
5. Security arrangements would be facilitated by HIGH COURT OF JUDICATURE AT ALLAHABAD for distribution of confidential material from central location to exam center and also at exam center level.

**Annexure 9**

**Processing of OMR Answer Sheets, Scanning, Evaluation and Result Generation:**

1. Systematic arrangements shall be made for receipt and storage of answer sheets on behalf of the HIGH COURT OF JUDICATURE AT ALLAHABAD at location(s) at or at additional places as specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
2. The answer sheets shall be received in sealed packets.
3. Opening, sorting, scanning and processing of answer sheets shall be done at HIGH COURT OF JUDICATURE AT ALLAHABAD premises in Allahabad/Lucknow or at any additional places as specified. The OMR sheets shall be double scanned to check mismatches.
4. The Agency shall arrange all manpower, equipment, hardware, software, generators and any other material required for these purposes.
5. Agency would install the video surveillance and biometrics for secured access to the scanning center. The same data would be handed over to the HIGH COURT OF JUDICATURE AT ALLAHABAD if asked.
6. After scanning, the answer sheets shall be handed over to the HIGH COURT OF JUDICATURE AT ALLAHABAD duly packeted as directed with their scan number and a soft and hard copy for matching of scanned numbers and answer sheet's unique serial number for storage and retrieval.
7. All answer sheets shall be scanned completely in good quality so that PDF /image may be generated and stored in a soft copy.
8. A soft copy of all complete answer sheets combined on the basis of unique serial number on OMR sheet shall be provided in signed DVDs in duplicate to the HIGH COURT OF JUDICATURE AT ALLAHABAD within 2-3 weeks of the closing date of receipt of answer sheets.
9. A summary of total candidates issued call letters, appeared, abstained and evaluated shall be provided to the HIGH COURT OF JUDICATURE AT ALLAHABAD center-wise, room-wise in hard copy duly signed on each page.
10. Pre-scanning and testing of sample OMR sheets made available by the HIGH COURT OF JUDICATURE AT ALLAHABAD shall be done to ensure 100% accuracy.
11. Processing of data captured on scanning of both parts, matching of data of OMR answer sheet of the candidate, after applying all checks to ensure flawless capture of information. The generated database must include details entered in the answer sheets completely with 100% accuracy.
12. Manual data entry shall be done only with prior permission of the HIGH COURT OF JUDICATURE AT ALLAHABAD, with reasons to be recorded in writing, wherever required, to ensure that all fields are entered correctly.

13. All answer sheets shall be evaluated. Any exceptions must be notified in writing to the HIGH COURT OF JUDICATURE AT ALLAHABAD.
14. Processing accurate results of the candidates on the basis of the answer keys provided by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
15. Ensuring purity and total data security during and after the process.
16. Uploading the scanned combined image of the candidates' answer sheets along with their scores on the website for display to individual candidates. An interface shall be provided for the candidates to assist them during the entire process. No candidate should be able to view data of another candidate.
17. The HIGH COURT OF JUDICATURE AT ALLAHABAD invites objections from the candidates on the evaluation of answer sheets. The Agency shall assist the HIGH COURT OF JUDICATURE AT ALLAHABAD in inviting the objections, receiving, processing, informing the candidate about the result of their objection, and purifying evaluation as required.
18. Generation of final merit list as per mandatory rules and parameters as specified by the HIGH COURT OF JUDICATURE AT ALLAHABAD. The roll no. of the candidate will be matched to the correct name and category details of the candidate so as to process the final merit list. The merit list so prepared shall be submitted to the High Court, Allahabad in soft copies as well as hard copies which may be duly certified by the responsible authorities of the Agency.
19. The database shall be handed over to the HIGH COURT OF JUDICATURE AT ALLAHABAD in two copies in external drives/ DVDs of appropriate capacity. The database shall be in open server architecture and should be fully searchable.
20. The Agency shall provide daily MIS reports to the HIGH COURT OF JUDICATURE AT ALLAHABAD detailing the progress of work and other details as may be required by the HIGH COURT OF JUDICATURE AT ALLAHABAD.
21. A verifiable audit trail of all activities undertaken shall be maintained by the Agency which may be inspected by the HIGH COURT OF JUDICATURE AT ALLAHABAD anytime.
22. The HIGH COURT OF JUDICATURE AT ALLAHABAD expects the scanning activity to be completed within 4 weeks from the date of last receipt of answer sheets by the Agency.
23. All the Physical Security arrangements (Guards) would be facilitated by HIGH COURT OF JUDICATURE AT ALLAHABAD at scanning centers if required.

**Date : 12.10.2018**

**Sd/-  
Registrar General  
High Court of Judicature at Allahabad**