



पटना उच्च न्यायालय, पटना

PATNA HIGH COURT, PATNA

TENDER NOTICE

No.- PHC/R&A/01/2025

Dated: 15th April, 2025

Tender filing date:- 18th April 2025 to 09th May, 2025

Quotations are invited from reputed agencies/ firms having wide experience of conducting examinations (including those in Public Sector) for end to end services relating to recruitment exercises for selection/ appointment on various posts in the establishment of Patna High Court.

The High Court conducts Direct Recruitment Examinations on various posts through Computer Based Examinations as well as OMR Based and Pen & Paper Based Examinations.

The Agencies/ firms are required to deliver the following services:

Sl. No.	Services			
1.	Application management & Admit Card Generation: <ul style="list-style-type: none">a) Generation of format of online Application according to Advertisement and it's finalization in association with Patna High Court.b) Help Desk Management for candidates.c) Payment Gateway integration.d) Generation of statement of collected fees in association with payment Gateway.e) Generation of Admit Card.			
2.	Question & Answer Management in safe, confidential and secure manner: <ul style="list-style-type: none">a) Ability to generate question papers as per syllabus of diverse nature provided by the High Court and in the advertisement.b) Ability to prepare question in both Hindi & English Language.c) Objection Management.d) Printing of Question Booklets including cost of transportation in safe and secure manner.e) Preparation of Answer Sheets (OMR for objective & Booklet for subjective) as per requirement.f) Provision for collection and transportation of Answer Sheets in safe and Secure Manner.g) GPS enabled lock on containers containing Question Booklets etc. with password.			
3.	End to End Examination Management: <ul style="list-style-type: none">a) Ability to conduct following examinations:<table border="1"><tbody><tr><td>1) Computer Based Examination</td></tr><tr><td>2) Shorthand Typing Test (Provision of good Audio System for dictation of passage and good keyboards)</td></tr><tr><td>3) Computer Typing Test (English & Hindi) (Provision of good keyboards)</td></tr></tbody></table>	1) Computer Based Examination	2) Shorthand Typing Test (Provision of good Audio System for dictation of passage and good keyboards)	3) Computer Typing Test (English & Hindi) (Provision of good keyboards)
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2) Shorthand Typing Test (Provision of good Audio System for dictation of passage and good keyboards)				
3) Computer Typing Test (English & Hindi) (Provision of good keyboards)				

	<table border="1"> <tr> <td>4) OMR Based Tests</td> </tr> <tr> <td>5) Pen-Paper Based Tests</td> </tr> <tr> <td>6) Computer Proficiency Tests</td> </tr> </table> <p>b) Finalization of Test Centers. c) Help Desk Management. d) Creation of Mock Test for Candidates. e) Deployment of adequate manpower for delivering the promised output. f) Conduct the Examination. g) Other allied works.</p>	4) OMR Based Tests	5) Pen-Paper Based Tests	6) Computer Proficiency Tests
4) OMR Based Tests				
5) Pen-Paper Based Tests				
6) Computer Proficiency Tests				
4.	Manual Frisking and/or Frisking by Hand Held Metal Detector/ Door Frame Metal Detector			
5.	Thermal Scanning of candidates before entrance in the examination centres. (optional)			
6.	<p>CCTV Surveillance/ Online live CCTV streaming with control panel/room in the premises of Patna High Court.</p> <p><i>(CCTV Footage of all examination centres are to be provided in hard drives immediately after the examination/ not more than 07 days from conduct of the examination.)</i></p> <p>a) All the Strong Rooms and Examination Centres shall be under CCTV surveillance with Control Room in the premises of Patna High Court. It must be ensured that there is no blind spot in monitoring each centre. b) All the examination rooms should be equipped with sufficient cameras to avoid any blind spot. c) The video footage of all the cameras of each room be specifically earmarked for identification. d) Separate videography of each candidate be done with his face clearly visible in the footage on his seat in the allocated class room and the video footage of this shall be provided in separate hard drive to the Court.</p>			
7.	Thumb/Iris/Facial Biometrics and/or videography at the examination centres.			
8.	Installation of Jammers (as per government regulations) or support the firm engaged by Hon'ble Court in installation of jammers during examination.			
9.	<p>Preparation of result :</p> <p>a) Preparation and Publication of the results as per the Advertisement in consultation with High Court.</p>			
10.	Processing of RTI applications (for one year only)			
11.	Upkeep of examination materials for RTI queries and legal remedies (for one year only)			

Sealed quotation to be submitted must contain two bids i.e. (i) Technical bid & (ii) Commercial bid in two separate envelopes mentioning form of bid on the top of respective envelopes.

(I) Technical bid should contain details regarding Registration of the agency / organization, Service Tax & Income Tax paid by the agency / organization for last three years, Experience, Infrastructure, Test Centres, Manpower, Hardware/Software, OMR Scanners, Printers etc. with supporting documents.

(II) Commercial bid should contain the rates/ charges separately for works mentioned at each item number as also consolidated rates/ charges for all works.

Commercial bid of only those agencies/ organizations would be considered whose technical bid would be found satisfactory.

Bids under sealed cover, must be dropped in the box outside the chamber of the Registrar (Recruitment & Appointment) in the premises of Patna High Court, Patna not later than **09th May, 2025**.

The date of opening of bid shall be notified through a separate notice, which shall be published shortly on the Court's website.

For any further query of urgent nature, office of the Registrar (Recruitment & Appointment) may be approached in the premises of Patna High Court, Patna.

By order of the Court

Sd/-

Registrar General

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PATNA