

## **PATNA HIGH COURT, PATNA**

**Quotations are invited from experienced organizations (including those in Public Sector) for holding selection process / appointment to the various posts in the establishment of Patna High Court.**

**The High Court Conducts direct examination on various posts, viz. Assistant ,Personal Assistant, Translator, Librarian, Assistant Librarian, Computer Operator-cum-Typist, Assistant Cashier, Data Entry Operator etc.**

### **Expectations from the Service Provider**

The selected Service Provider is expected to support the Patna High Court in the conduct of Computer Based Examinations (CBE) for the eligible applicants who will receive their Admission Certificates.

- (1) Identification, selection and preparation of adequate number of standard venues for the conduct of computer based examinations within stipulated time.
- (2) Pre-audit of all examination venues for parameters such as Zero-Black spot CCTV coverage, testing the examination system at full load, etc.
- (3) Preparation of venue-wise attendance sheet of candidates (with / without photographs) and all other lists / charts for smooth conduct of the exam.
- (4) Maintain a robust question bank in a safe and secure manner, preparation of adequate number of question sets for automated administration.
- (5) End-to-End support including technical, operational, logistic and manpower related support during and after the conduct of examination including:
  - a. Invigilation
  - b. Security & frisking (engagement of professional security agencies)
  - c. Establishment of a control room in Patna High Court or any of your Patna Centers with robust dashboards for real-time/near-real-time monitoring of examinations
  - d. Management of representations related to questions and answer keys
- (6) Ensure a seamless, secure conduct of examination
- (7) Storage and transmission of examination logs and other data to Patna High Court in a safe and secure mode within prescribed time frame
- (8) Processing the challenges received from candidates with regard to questions/answer keys
- (9) Timely submission of examination scores of candidates to Patna High Court.
- (10) Support to the Patna High Court, during pre-examination, conduct of examination and post-examination phases.
- (11) Packing and sealing of attendance sheets, used answer sheets, unused answer sheets and other important papers (if any) at examination centers itself.

- (12) Delivery / Collection of examination materials to & fro exam. centre / venues under proper vigilance.
- (13) Bifurcation & sealed packing of both parts of OMR type answer sheets in presence of an officer of the Court deputed for the purpose at Examination Centre itself or in the premises of Patna High Court as would be decided.
- (14) Evaluation and preparation of marks-sheet / merit list and its submission under sealed cover.
- (15) Any other directions issued by the Hon'ble Court for smooth conduct of exams.

**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, Manpower, Hardware/Software, OMR Scanners, Printers etc. with supporting documents.
- (II) Commercial bid should contain rate separately for each work and single rate for all the works mentioned above.

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

Offers, with samples, under sealed cover, must reach before the Registrar (Establishment) I/c, Patna High Court, Patna on or before 01.05.2019 day of 10.05.2019 2019 till 5.00 P.M.

For further details, if any, the Registrar (Establishment) I/c, Patna High Court, Patna may be consulted.

  
**Registrar General**