

# **HIGH COURT OF JHARKHAND, RANCHI**

**Tender No.: 02/Recruitment Cell/ Hiring of External Agency for Recruitment of Legal Assistant/2025**

## **Tender Document for Hiring of External Agency for Recruitment of ‘Legal Assistants’ for the High Court of Jharkhand, Ranchi**

**(Time Schedule for Tender Process):**

<b>Date of Publication of Tender notification on official website of the Court</b>	<b>04 - 08- 2025</b>
<b>Date of Publication of Tender notification in the Newspapers</b>	<b>04 - 08 - 2025</b>
<b>Opening Date &amp; Time for submission of Tender Document &amp; Bid</b>	<b>04 - 08- 2025 (10:00 A.M.)</b>
<b>Closing Date &amp; Time for submission of Tender Document &amp; Bid</b>	<b>20 - 08- 2025 (05:00 P.M.)</b>
<b>Date and Time of the Opening of Bid</b>	<b>26 - 08 - 2025 (11:00 A.M.)</b>

**Note: This tender document contains 15 pages (Total no. of pages including Appendix) and Tenderers are requested to submit the signed copy on all the pages.**

## INDEX

<b>Sl.No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Introduction	3
2.	Notice Inviting Tender	3
3.	Process of Submission of Bids	3
4.	Selection / Evaluation of Criteria	3
5.	Documents Required with Bid	4
6.	General Terms & Conditions	5 – 6
7.	Penalty	6
8.	Bid Validity	6
9.	Terms of Payment	6
10.	Technical Bid - <b>Appendix –I</b>	7 – 8
11.	Price Bid - <b>Appendix -II</b>	9
12.	Scope of Work - <b>Appendix -III</b>	10 - 11
13.	Bank Guarantee Format for Furnishing EMD - <b>Appendix - IV</b>	12
15.	Declaration by Bidder - <b>Appendix –V</b>	13
16.	Tender Acceptance Letter- <b>Appendix - VI</b>	14
17.	Details of Agency – <b>Appendix - VII</b>	15

## **Introduction:**

The High Court of Jharkhand, Ranchi intends to recruit “Legal Assistants” of this Court on direct recruitment basis.

### **1. Notice Inviting Tender:**

The High Court of Jharkhand, Ranchi invites tenders under “Single Bid System” from interested registered Recruitment agencies for recruitment of 16 (Sixteen) posts of “Legal Assistants” of this Court on direct recruitment basis, as per Scope of work attached at Appendix- III : -

### **2. Process of Submission of Bids:**

- a) The interested bidders should submit their bids along with copies of all the relevant certificates, documents, etc. in support of their bids, all duly signed, to the Registrar (Establishment), High Court of Jharkhand, Ranchi during the office working hours from **10:00 A.M. upto 05:00 P.M.** Tender document is also available for viewing on the official website of this Court.
- b) No other mode of application will be considered and application will not be accepted.
- c) The EMD of **Rs. 10,000/-** in the form of Demand Draft/Banker Cheque/FD/ BG (Format of BG Attached at Appendix - IV) in favour of **The Registrar General, High Court of Jharkhand, Ranchi** payable at Ranchi (refundable but non-interest bearing) shall be submitted in sealed envelope superscribing “**Hiring of External Agency for Recruitment of Legal Assistants for the High Court of Jharkhand, Ranchi**” and addressed to **The Registrar (Establishment), High Court of Jharkhand, Ranchi** on or before **20<sup>th</sup> August 2025**.
- d) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will summarily be rejected.
- e) In case of any further clarification required relating to this tender, the same can be sought from the Recruitment Cell of the Court.

### **3. Selection / Evaluation Criteria:**

- Each firm should quote a fee to provide all the deliverables. The quoted fee should not be a qualified or conditional one.

#### **4. Documents Required with Bid : -**

Tender shall be accompanied by the relevant documents with Bid (Appendix – I) duly certified by the agency :-

- (i) The proof of annual turnover of the company / agency should be at least Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 03 (three) financial years i.e. 2022-23, 2023-24 & 2024-25 in the form of certificate duly certified by Chartered Accountant.
  - (ii) Earnest Money Deposit (EMD) of **Rs. 10,000/-** only in the form of Demand Draft / Banker Cheque / Fixed Deposit receipt / Bank Guarantee (Format enclosed at **Appendix-IV**) in favour of **The Registrar General, High Court of Jharkhand, Ranchi** payable at Ranchi (refundable but non-interest bearing).
  - (iii) The bidder must have working experience for recruitment of at least 5 years in the relevant field and should have provided related services in Government Sector / PSU etc. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard. **(Submit copy of work order and successfully completion certificate).**
  - (iv) Bidder should have conducted 03 similar recruitment exams for at least 1000 candidates in each recruitment process during the last three years with using paper based / OMR technology. As a proof bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment process issued by concern department.
  - (v) List of clients in Government Sector / PSU etc. where agency has provided the similar services during the last 5 years. **(Submit the list of the clients with name of their contact person, Email ID and mobile No.).**
  - (vi) Submit Copy of Registration Certificate in support of GST and PAN No. **(Submit copy of the same).**
  - (vii) The bidder / agency must be a registered firm from concerned authority. (Submit copy of proof of registration). **(Submit copy of the same).**
  - (viii) Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization etc. as per **Appendix-VI. (Submit copy of the same).**
  - (ix) The agency should be ISO certified. **(Submit copy of the same).**
  - (x) The agency has operational office in Ranchi, Jharkhand. **(Submit copy of proof).**
-

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHROIZED PERSON(S).**

**5. General Terms & Conditions:**

- 5.1 Scope of Work attached at **Appendix - III**.
  - 5.2 The bidder must enclose adequate documents and if not enclosed, High Court of Jharkhand, Ranchi reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the Court will be final and shall be binding on bidders at any time and at its sole discretion.
  - 5.3 Tender shall be submitted in prescribed tender form only. The tender shall be liable for rejection if not submitted in the prescribed format.
  - 5.4 All the pages of the Tender document should be duly signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions.
  - 5.5 Bids received after the specified date and time, due to any reason, shall not be considered for bidding.
  - 5.6 Conditional Bids/Vague offers shall not be considered.
  - 5.7 The losses to the Court which are directly attributable to the Agency shall be deducted from the bills/adjusted from the Security deposit.
  - 5.8 The tender work awarded is not transferable under any circumstances.
  - 5.9 High Court of Jharkhand, Ranchi reserves the right to accept or reject any or all the tenders without assigning any reason.
  - 5.10 TDS and other Taxes as applicable will be deducted from bidder / company bills as per Govt. instructions from time to time.
  - 5.11 The EMD shall be returned to the bidders except the successful bidder as soon as the tender for awarding the job is finalized. No interest shall accrue to this deposit, which will be returned after completion of the work and after adjusting dues, if any.
  - 5.12 EMD shall be forfeited in case of the following: -
    - a. The bidder withdraws their offer during the period of tender validity.
    - b. After opening of tender, the bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
    - c. If the successful bidder failed to furnish the security deposit as required.
  - 5.13 The date of the Demand Draft / FDR / BG will be after the release of this tender.
-

- 5.14 The L1 bidder / company will be required to submit the Security deposit @10% of the work value to be decided by this Court in the shape of Demand Draft / FDR / Bank Guarantee in favour of The Registrar General, High Court of Jharkhand, Ranchi. This Security amount must be deposited within 10 days from the date of receipt the work order. No interest shall be paid on the security deposit. Refund of Security deposit will be released after successful completion of work indicated in the Scope of Work.
- 5.15 EMD shall be returned to the successful Agency after it has furnished the full Security Deposit.
- 5.16 In view of the Jharkhand Procurement Policy, 2014 the following provisions in the Policy are being made for Micro and Small Enterprises to reduce the Transaction Cost of bidding:
- (a) Tender forms for bidding shall be made available free of cost.
  - (b) Earnest Money Deposit (EMD) shall be exempted.
  - (c) MSEs shall be required to deposit only 10% of Security Deposit (SD)
  - (d) Bill discounting facility shall be made available on Govt. orders.
  - (e) No minimum Annual Turn Over and work experience related tender conditions for working MSEs of Jharkhand State. (Without compromising on quality and specification of the product/service and department has complete right to decide on the quality and specification).

**6. PENALTY :**

Agency will complete the work as per the agreed schedule, Scope of Work and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the work value per day subject to maximum of 10% of the total work value for delay will be charged except due to any reasons beyond the control of the Agency (Force Majeure). The Competent Authority shall have the sole discretion to waive off such penalty or part of penalty as deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. In the event of failure to complete the work in the stipulated period, the Court reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

**7. BID VALIDITY:**

Bid submitted by agency shall remain valid for a period of 03 (Three) Months from the date of opening of bid. The Earnest Money Deposit (EMD) shall be forfeited in case of bidder / company withdraws his bid during the validity period.

**8. TERMS OF PAYMENT:**

The payment will be released after successful completion of recruitment process.

In case recruitment process is scrapped by the Competent Authority of the Court due to administrative reasons, payment will be released after deducting the amount on pro-rata basis.

Sd/-  
**Registrar (Establishment)**  
**High Court of Jharkhand, Ranchi**

**BID for “Hiring of External Agency for Recruitment of ‘Legal Assistants’  
for the High Court of Jharkhand, Ranchi”**

1. Name of the Company/Firm :
2. Name of Authorized Person  
(Who signs on the tender document) :
3. Office Address :
4. Phone No. :
5. e-mail address :
6. Mobile No. :

**Eligibility Criteria for Selection:-**

S. No.	Document to be submitted	Proof Required
1.	The proof of annual turnover of the company / agency should be at least Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 03 (three) financial years i.e. 2022-23, 2023-24 & 2024-25 in the form certificate duly certified by Chartered Accountant.	(Submit copy)
2.	Earnest Money Deposit (EMD) of <b>Rs. 10,000/-</b> only in the form of Demand Draft / Banker Cheque / Fixed Deposit receipt / Bank Guarantee (Format enclosed at <b>Appendix-IV</b> ).	(Submit copy and proof).
4.	The bidder must have working experience for recruitment of at least 5 years in the relevant field and should have provided related services in educational institutions / University / Government Sector / PSU etc. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard.	(Submit copy of work order and successfully completion certificate).
5.	Bidder should have conducted 03 similar recruitment exams for at least 1000 candidates in each recruitment process during the last three years with using paper based / OMR technology. As a proof bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment process issued by concern department.	(Submit copy).
6.	List of clients in Government Sector / PSU etc. where agency has provided the similar services during the last 5 years.	(Submit the list of the clients with the Name of their contact person, Email ID & and mobile No.).

7.	Copy of Registration Certificate in support of GST and PAN No.	(Submit copy).
8.	The bidder / agency must be a registered firm from concerned authority.	(Submit copy of proof).
9.	Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per <b>Appendix-VI</b> .	(Submit copy).
10.	The agency should be ISO certified.	(Submit copy).
11.	The agency has operational office in Ranchi, Jharkhand.	(Submit copy of proof).

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHROIZED PERSON(S).**

**Signature of Tenderer :-----**

**Name of the Authorized Signatory :-----**

**Name of the Company/Firm :-----**

**Seal of the Company/Firm :-----**

**Address :-----**

**Contact No.:-----**



**PRICE BID for “Hiring of External Agency for Recruitment of ‘Legal Assistants’  
for the High Court of Jharkhand, Ranchi”**

**Recruitment TEST ACTIVITIES: {Activities as per Appendix-III: Scope of Work}**

<b>Rate for recruitment as per Scope of Work may be quoted in the table given below: -</b>	
Rates for the entire work as per Scope of Work	Amount in Rs. ....
	Amount in Words .....
GST in percentage & amount	
Grand Total	

**Note: - The work will be awarded to the bidder who will quote lowest rates.**

**Signature:** .....

**Name:** .....

**Designation:** .....

**Agency Address:** .....

.....

**Agency Seal:** .....

**SCOPE OF WORK**

1. Online collection of application forms with online collection of examination fee through the payment gateway (with link on the website of this Court).
2. Provide the receipt of same to this Court and prepare the list accordingly.
3. Scrutiny of applications for sorting out applications of eligible candidates as per the criteria fixed by this Court as well as eligibility prescribed under the advertisement and to furnish list of eligible as well as ineligible candidates (along with reasons thereof) to this Court in accordance with the advertisement.
4. To make available the aforementioned data to this Court in soft copy.
5. Supply of a calendar/chart of work to be done by the Agency, in advance.
6. Uploading the Admit Cards of the eligible candidates with photo, signature and roll numbers on the Official Website of the High Court of Jharkhand in order to facilitate their downloading by the candidates.
7. Selection and Fixing of Exam Centers for Written Test at Ranchi only, to accommodate required number of candidates in each Exam center and to make seating arrangement for the candidates. The Exam Centers should not be too far away from the High Court and should be well connected by Public Transport.
8. Setting, printing and supply of the question papers at the respective Exam centers under direction of this Court with strict secrecy.
9. Printing and supply of O.M.R., Answer Sheets, Instruction Sheets & Attendance Sheets.
10. Delivery of examination material at the centers/venues under proper vigilance by deputing sufficient number of supervisors and other competent personnel.
11. To provide competent invigilators for conducting the examination at the respective Centers.
12. Packing and sealing of attendance sheets, admit cards and used & unused answer sheets and question booklets under proper vigilance.
13. Evaluation of answer sheets of written test.
14. Preparation of list of successful candidates of the written test category wise separately i.e. UR, BC – I, BC – II, SC, ST, EWS etc. and furnish the list in soft copy as well as hard copy.
15. Handing over the application forms, answer sheets, question papers, etc. and result to this Court.

- 16.** Uploading the Admit Cards of the eligible candidates who shall be declared qualified in the written test, with Photo, Signature, Roll Number on the official website of the High Court of Jharkhand in order to facilitate the downloading by the candidates for appearing in Personality Test /Viva-voce.
- 17.** Preparation of final Merit List of successful candidates in written test & Personality Test /Viva-voce, category wise separately i.e. UR, BC – I, BC – II, SC, ST, EWS etc. and furnish the list in soft copy as well as hard copy to this Court.
- 18.** Any other work related for the aforesaid recruitment process which is deemed fit and proper may be assigned by the Hon'ble Court from time to time.

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas.....  
(hereinafter called the “tenderer”) has submitted their offer dated .....for  
(hereinafter called the “tender”) against the purchaser’s tender enquiry No.  
..... KNOW ALL MEN by these presents that  
WE ..... of ..... having our  
registered office at ..... are bound unto **High Court of  
Jharkhand, Ranchi** (hereinafter called the “Purchaser”) in the sum of .....  
for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its  
successors and assigns by these presents. Sealed with the Common Seal of the said Bank this  
..... day of ..... 2025.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....  
(Signature of the authorized officer of the Bank)  
.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**Declaration by Bidder**

1. I ..... Son / Daughter / wife / of Mr. /Mrs. /Ms. .... authorized signatory of the agency hereby declare that I am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. I declare that neither the agency nor myself are debarred by any of the Govt./ PSU organization etc..
4. The information / documents furnished along with the technical and financial bids are true and authentic to the best of my knowledge and belief. I have no objection to the Court verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature the authorized signatory of the agency:** -----

**Name of the Authorized Signatory:** -----

**Name of the Agency:** -----

**Seal of the Agency:** -----

**Address:** -----

-----

-----

**Contact No.** -----

**Date:**

**Place:**

**Tender Acceptance Letter**

(To be given on Firm's Letter Head)

Date : \_\_\_\_\_

**Sub.: Acceptance of Terms & Conditions of Tender. Tender Bid No.**

**NAME OF WORK:**

**I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the Official Website of the High Court of Jharkhand, Ranchi.**

1. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. **1** to **14** (including all documents like Appendix, schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in totality/entirely.
3. I/We certify that all information furnished by me/us our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

## Appendix – VII

Sl. No.	Particulars	Details to be Filled by Tenderer	Document/Proof to be Attached
1	Company/Firm Name		
2	Authorized Signatory (Name)		
3	Contact Information (Phone/Email)	Phone: _____ Email: _____	
4	GST Registration Number		Copy of GST Registration Certificate
5	PAN Number		Copy of PAN Card

Sl. No.	Eligibility Criteria	Details to be Filled by Tenderer	Document/Proof to be Attached
6	Annual Turnover (Last 3 Financial Years)	₹ _____ (Year 1: ₹ _____, Year 2: ₹ _____, Year 3: ₹ _____)	Chartered Accountant Certified Financial Statement
7	Experience in Recruitment Services (Min 5 Years)	Yes/No (If Yes, provide details below)	Work Orders / Completion Certificates
8	Experience in Conducting Similar Exams (At least 3 exams for 1000+ candidates)	Yes/No (Provide details of 3 exams below)	Work Orders / Completion Certificates
9	List of Government/PSU Clients (Last 5 Years)	_____ (Provide Client Names and Contact Details)	Client List with Contact Information
10	ISO Certification (If applicable)	Yes/No	ISO Certificate Copy
11	Any Legal or Contractual Disputes in the Last 5 Years	Yes/No (If Yes, provide details)	Legal Dispute Details (if applicable)
12	Has the Agency Ever Been Blacklisted?	Yes/No (Provide a declaration)	Blacklisting Declaration
13	Registered Office in Ranchi	Yes/No	Proof of Office Registration in Ranchi
14	Scope of Work Compliance	Yes/No (Provide comments if necessary)	Compliance Statement

### Work Completion Certificates:

Sl. No.	Project/Service Name	Client Name	Completion Date	Attach Certificate
1				Yes/No (Attach Certificate)
2				Yes/No (Attach Certificate)
3				Yes/No (Attach Certificate)

### Declaration

I, the undersigned, certify that all the information provided in this annexure is accurate and complete. I agree to abide by the terms and conditions of the tender and understand that any false or misleading information may result in rejection of my tender.

Signature of Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

(Full Signature & Stamp of the Tenderer)