

OFFICE OF THE DISTRICT JUDGE OF HOOGHLY
ENGLISH DEPARTMENT

Tender Notice

Dated, Chinsurah, 18th day of September, 2024

The District Recruitment Committee, District Judgeship, Hooghly by its resolution adopted in the meeting held on 18.09.2024 has decided to conduct the recruitment process for filling up vacancies for the post of Group-“D” in the Judgeship of Hooghly.

As per the resolution of the District Recruitment Committee, District Judgeship, Hooghly, the undersigned issues this Notice, inviting Quotations (NIQ) from bonafide and reputed agencies in India having sufficient experience to provide necessary assistance for conducting the aforementioned recruitment process under the guidance of the District Recruitment Committee, District Judgeship, Hooghly.

The nature of work of the selected agency is stated below, but not limited thereto, as same may go beyond, in view of the decision of Committee to be taken from time to time.

SCOPE OF WORK

1. Development of customized web portal with 256 bit encryption as per requirements of the DRC for entailing online submission of applications for different categories of posts, uploading of documents, signatures, photographs etc. The web portal must have adequate security certification and be SSL compliant and it should be sufficiently capable to handle high traffic and reliable in all aspect.
2. Web space, server and Domain with hosting (Linux server with sufficient space with 10 times bandwidth ratio).
3. Online application to enable applicant to apply for more than one post.
4. Ensure data retention for a minimum of 3(three) years after completion of the recruitment process.
5. Creation of Administrator (Admin) level user for the DRC.
6. Dashboard for every level of User, including Admin User for the DRC.
7. Facility for online scrutiny of applications for various categories of posts and eligibility of candidates.
8. Facility for online collection/payment of fees and generation of receipts on live run basis and of any other matter as per the requirement of the DRC.
9. Provision for generation of randomized roll number as per the requirement of DRC and accordingly online issuance/generation of admit cards.
10. Provision for generation of Door level, Room level and Seat level for the examination centers.
11. Generation of alerts at all stages through auto generated and customized through SMS and e-mail as per the requirement of DRC.
12. Communication to candidate through SMS/e-mail at every stage, as per the requirement of DRC.
13. OTP based authentication (SMS/e-mail).
14. Generation of reports and other allied works (both front land back end).
15. Creation of module for publication of results to candidates through respective User accounts and/or as the requirement of DRC.

Agencies having valid enlistment certificates, trade license, at least 3(three) years of experience in conducting examination process of reputed organizations with proof of credentials and appreciation certificates (if any), past 3(three) years of income turnover (audited) report, income tax related credentials, GST Registration Certificates, if any, etc. along with full particulars and legible photocopy of all the **supporting documents may submit Quotation in a sealed envelope by addressing to the Chairman, District Recruitment Committee, District Judgeship Hooghly within 03.10.2024 by 16.00 Hrs.** The envelope should be superscribed as “Tender for conducting Staff Recruitment Examination, 2024 of the Judgeship of Hooghly”.

No bid submitted after the due date shall be entertained.

The originals may be required to be produced on demand of the District Recruitment Committee, District Judgeship, Hooghly.

No canvassing for selection of agency of any form shall be entertained and the same would lead to outright rejection of the agency from consideration.


The discretion and decision of the District Recruitment Committed, District Judgeship, Hooghly in the matter of selection of agency shall be final.

The District Recruitment Committee, District Judgeship, Hooghly reserves the right to either select or reject any of the agencies submitting quotation without assigning any reason.

Mere submission of quotation would not confer the right upon the agency for being selected for the work.

Sealed envelope so received from the bidders shall be opened in the Chamber of District Judge, Hooghly in presence of the bidders/ their representatives on 04.10.2024 at 16.00 Hrs.

Let this notice be published in the official website of Hon'ble High Court, Calcutta , website of Hooghly Judgeship and also website of Hooghly District and also official Notice Board of each Sub-division of this District for information of all concerned.


District Judge, Hooghly
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Chairman
District Recruitment Committee
District Judgeship, Hooghly