

**OFFICE OF THE CHIEF JUDGE, CITY SESSIONS COURT, CALCUTTA**

**2&3, Bankshall Street, Bichar Bhawan, Kolkata – 700001**

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No. 459

Dated 22.09.2022

**Notice Inviting Quotations**

The District Recruitment Committee (DRC), Judgeship of City Sessions Division, Calcutta by its resolution adopted in the meeting held on 21.07.2022 has decided to conduct the recruitment process by holding Staff Recruitment Examination, 2022 for filling up various vacant posts in the Judgeship of City Sessions Division, Calcutta for vacancies as on 31.12.2022, which will be notified later by the office of the undersigned.

As per the said resolution, the undersigned hereby issues this Notice Inviting Quotations (NIQ) from bonafied and reputed agencies in india having sufficient experience to provide necessary assistance (including after delivery support) for conducting the aforementioned recruitment process under the guidance of the District Recruitment Committee, Judgeship of City Sessions Division, Calcutta.

The nature of work of the selected agency is illustrated, but not limited to the scope of work mentioned below:

**SCOPE OF WORK**

1. Development of customised 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 only one post.
4. Ensure data retention for a minimum of 3 (three) years after completion of the recruitment process as well as sharing of all raw data of all segment to the DRC in Excel format.
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 and accordingly online issuance / generation of admit cards for every tier of examination as per the requirement of DRC.
10. Intimation at all stages through auto generated and customized SMS and e-mail as per the requirement of DRC.
11. Communication to candidate through SMS / e-mail at every stage, as per the requirement of DRC.
12. OTP based authentication through SMS / e-mail, as per the requirement of DRC.
13. Generation of reports and other allied works (both front and back end).
14. Supply of OMR sheets, scanning of used OMR sheets after completion of the examination using OMR scanner machine.
15. Creation of module for publication of marks and submission of post wise merit list (both in Hard Copy and Soft copy) as per format made available at the website of City Sessions Court, Calcutta through respective user accounts and / or as per the requirement of DRC.

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Agencies having valid enlistment certificates, trade license, at least 5 (five) years experience in conducting examination process of reputed organizations with proof of credentials and appreciation certificates (if any), past 5 (five) years income turnover (audited) report, income tax related credentials etc. along with full particulars and legible photocopy of all the supporting documents may submit Quotation in a sealed envelope at the office of the **Chief Judge, City Sessions Court, Calcutta, 2&3, Bankshall Street, Kolkata-700001 by 4.00 pm within 09/11/2022.**

**Terms & Conditions**

- A) Quotations should be submitted at the office of the **Chief Judge, City Sessions Court, Calcutta, 2&3, Bankshall Street, Kolkata-700001 by 4.00 pm within 09/11/2022** and should be properly signed and stamped. The office of the Chief Judge, City Sessions Court, Calcutta will not take any responsibility for delay, loss or non-receipt of quotations sent by post. No bid submitted after the due date shall be entertained.
- B) The sealed envelopes so received from the bidders shall be opened in the office of the Chief Judge, City Sessions Court, Calcutta cum Chairperson, District Recruitment Committee, City Sessions Court, Calcutta **on 10/11/2022 at 4.30 pm** in presence of bidders / their representatives.
- C) The envelope should be superscripted with ***“Tender for conducting Staff Recruitment Examination, 2022 of the Judgeship of City Sessions Division, Calcutta.”***
- D) Rates should be quoted per candidated and taking into account of all the specifications and quantity for which quotations have been invited. Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.
- E) The originals may be required to be produced on demand of the District Recruitment Committee (DRC), Judgeship of City Sessions Division, Calcutta.
- F) Mere submission of quotation would not confer the right upon the agency for being selected for the work.
- G) No canvassing for selection of agency in any form shall be entertained and would lead to outright rejection of the agency from consideration.
- H) The District Recruitment Committee (DRC), Judgeship of City Sessions Division, Calcutta may award the contract to the agency whose quotation has been determined to be substantially acceptable and who has quoted the lowest evaluated price. However, the District Recruitment Committee (DRC), Judgeship of City Sessions Division, Calcutta is not bound to accept the lowest bid and reserves the right to accept or reject any or all quotations without assigning any reason and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- I) The discretion and decision of the District Recruitment Committee (DRC), Judgeship of City Sessions Division, Calcutta in the matter of selection of agency shall be final.

Sd/-  
(Siddhartha Kanjilal)  
Chief Judge,  
City Sessions Court, Calcutta  
cum  
Chairperson,  
District Recruitment Committee,  
City Sessions Court, Calcutta  
Chief Judge-Cum-Chairman  
District Recruitment Committee  
City Sessions Division  
Calcutta