OFFICE OF THE DISTRICT JUDGE, ENGLISH DEPARTMENT,
ALIPURDUAR.

(TO BE PUBLISHED THROUGH THE OFFICIAL WEBSIDE OF THE DISTRICT JUDGE, ALIPURDUAR)

NOTICE INVITING QUOTATIONS

NOTICE NO.....01...../Recruitment/2026. Dated,Alipurduar the 11th August,2026

Sealed quotations are hereby invited from reputed, experienced and competent agencies/firms having expertise in conducting recruitment examinations for Government Departments/Statutory Bodies/Judicial Institutions for engagement to conduct the recruitment process for various posts under the Judgeship of Alipurduar.

1. Scope of Work.

The selected agency shall be responsible for conducting the recruitment process, including but not limited to:

1. Designing and hosting an online application portal.
2. Receiving and processing online applications.
3. Scrutiny of applications as per eligibility criteria.
4. Generation of admit cards.
5. Preparation of attendance sheets and examination materials(**except Question Papers)**
6. Conduct of written examination (offline/online, as decided by the Judgeship).
7. Biometric verification, if required.
8. Evaluation of answer scripts/OMR sheets/computer-based examination.
9. Preparation and publication of provisional and final merit lists.
10. Maintenance of confidentiality and data security throughout the recruitment process.
11. Submission of all recruitment records, reports, digital data and related materials to the Judgeship after completion of the process.
12. Any other work incidental to successful completion of the recruitment process as directed by the District Recruitment Committee.

2. Eligibility Criteria

The intending agency/firm must:

- Be legally registered under the applicable laws.
- Have at least **three years' experience** in conducting recruitment examinations for Government Departments, Public Sector Undertakings, Universities, Statutory Bodies or Judicial Institutions.
- Have successfully completed at least **three similar assignments** during the last five years.
- Possess valid PAN, GST Registration and other statutory registrations.
- Have adequate technical infrastructure and qualified manpower.
- Not have been blacklisted by any Government Department or Public Authority.
- No pending litigation.

3. Documents to be Submitted

The quotation shall be accompanied by self-attested copies of:

- Registration Certificate.
- PAN Card.
- GST Registration Certificate.
- Experience certificates/work orders/completion certificates.
- List of major assignments completed.
- Audited financial statements/turnover details for the last three financial years (if applicable).
- Declaration regarding non-blacklisting.
- Any other document considered relevant.

4. Financial Bid

The financial quotation shall clearly indicate:

- Item-wise rates for each component of the recruitment process.
- Applicable taxes, if any.
- Total cost for conducting the recruitment process.
- Validity of the quotation for at least **90 days** from the date of opening.

5. Submission of Quotations

The quotation shall be submitted in a sealed envelope superscribed:

"Quotation for Conducting Recruitment Process for the Judgeship of Alipurduar."

The sealed quotation should reach the office of the undersigned on or before **02.09.2026 at 5.00 P.M.**

6. Opening of Quotations

The quotations shall be opened on **03.09.2026 at 4.30 p.m.** in the office of the District Judge, Alipurduar, in the presence of the bidders or their authorized representatives who may remain present.

7. Selection Procedure

The quotations shall be evaluated on the basis of:

- Technical competence.
- Relevant experience.
- Infrastructure and manpower.
- Past performance.
- Financial competitiveness.

The Judgeship reserves the right to call the technically qualified agencies for presentation/demonstration before final selection, if considered necessary.

8. General Terms and Conditions

1. The District Judge, Alipurduar reserves the right to accept or reject any or all quotations without assigning any reason.
2. Mere submission of quotation shall not confer any right upon the bidder for selection.
3. The selected agency shall maintain strict confidentiality of all recruitment-related information.
4. The agency shall comply with all applicable laws, rules and instructions issued by the Judgeship.
5. Any dispute arising out of the contract shall be subject to the jurisdiction of the competent Court at Alipurduar.
6. The successful agency shall execute an agreement with the Judgeship before commencement of the work.
7. The District Recruitment Committee may modify the scope of work depending upon administrative requirements.

For further details, interested agencies may contact the Office of the District Judge, Alipurduar during office hours.

(Ramesh Kumar Pradhan)

District Judge

Alipurduar

District Judge
Alipurduar