Office of the District Judge, Murshidabad

Berhampore, Murshidabad

No. 1662(22)/XII-A(1)

From: Shri Partha Pratim Chakraborty
District Judge, Murshidabad

To: The District Magistrate,
Bankura, Birbhum, Cooch Behar, Dakshin Dinajpur, Darjeeling, Hooghly, Howrah, Jalpaiguri, Jhargram, Kalimpong, Kolkata, Malda, Murshidabad, Nadia, North 24 Parganas, Paschim Bardhaman, Paschim Medinipur, Purba Bardhaman, Purba Medinipur, Purulia, South 24 Parganas, Uttar Dinajpur

The Chief Judge,
City Civil Court/City Sessions Court/ Presidency Small Causes Court, Kolkata

Sub: Request for publication of Tender Notice dated 11.05.2026 on the official website of your Judgeship

Dated Berhampore, the 12th May, 2026

Sir,

With reference to the subject noted above, I am forwarding herewith a copy of the Tender Notice dated May 11, 2026, issued by the District Recruitment Committee, Murshidabad Judgeship. This notice invites sealed quotations from reputed software agencies for the establishment of an online infrastructural setup, including the receipt of online applications, submission of application fees, and secure storage of applicant data for the upcoming recruitment process under this Judgeship.

In order to ensure wide publicity and reach potential bidders, I request you to kindly issue necessary directions to the concerned officials for the immediate publication of the enclosed Tender Notice on the official website of your District.

Your cooperation in this matter is highly appreciated.

With regards,

Yours faithfully,

11/5/26

District Judge, Murshidabad

Enclo.: As stated above

Encl. SO & Notification to be uploaded.

13/5/26

District Judge
Jalpaiguri

Office of the District Judge, Murshidabad

(English Department)

Berhampore, Murshidabad

TENDER NOTICE

Dated: 11.05.2026

Sealed tenders are invited from the reputed software agencies for setting up infrastructural setup for receipt of application for the Recruitment process under this Judgeship through online mode for submission of application fees and to store the data of the applicants received by online mode in a secure database and thereafter generation of admit cards for different stages of examination. The tenders must be submitted/must reach by 08.06.2026 at the office of the District Judge, Murshidabad addressed to the Chairman, District Recruitment Committee, Murshidabad. The authority has right to cancel any tenders without showing any prior reasons if necessary.

Tenders submitted/reached after the said date (08.06.2026) will not be considered or taken into consideration.

The terms and conditions specific to the tender is being mentioned hereinafter.

Schedule:

Last date & time for receipt of tenders: 08.06.2026 (Time: within office hours.)

The tender documents may be downloaded from the website https://murshidabad.dcourts.gov.in/.

11/5/26

District Judge, Murshidabad
-cum-
Chairman, DRC, Murshidabad

Terms and Conditions

1. The assignment would be awarded to one firm only. No Consortium bid will be allowed.
2. The **District Recruitment Committee, Murshidabad** reserves the right to carry out the capability assessment of the bidders and decision of the DRC, Murshidabad shall be final in this regard.
3. Before submitting bids, the bidders should clearly understand the scope of work.
4. The DRC, Murshidabad shall not be responsible for any postal delay.
5. **COMPLETION DATE:** The selected bidder should invariably make the web portal ready within 15 days from the date of issue of work order.
6. In case the agency fails to execute the job assignment on time or does not show satisfactory progress in the progress of the assignment, the contract will be terminated with seven days' notice.
7. The selected agency will submit working document describing project plan with complete details which shall be approved by the District Recruitment Committee, Murshidabad.
8. The selected agency shall be responsible for maintenance, operation and necessary updating till the completion of recruitment process subject to preservation of data for further period of at least 5 years.
9. Work indicated above are only illustrative and any work(s) not mentioned in the above scope of work, but essential requirements realized afterwards will be a part of the scope of work and the selected bidder will be required to execute such jobs without any additional financial liabilities.
10. **Payment Terms:** Payments will be released within one month from satisfactory operations subject to the approval of the authority on the basis of the progress of the work.
11. Decision of the District Recruitment Committee, Murshidabad shall be final and binding on both the parties in respect of all matters of dispute arising out of this tender.
12. All disputes or differences between the DRC, Murshidabad and the bidder selected shall be settled and decided within the jurisdiction of West Bengal only.
13. The Bidder will also be liable for all kind of technical support.
14. The agency shall provide training to at least two staff members on the technical knowhow and complete working of the website.
15. The DRC, Murshidabad reserves the right to reject any bid without assigning any reason thereof.
16. Final selection shall be done on the basis of satisfactory demonstration by the shortlisted bidders.

INDICATIVE SCOPE OF WORK/JOB

1. Secured Dynamic and Customized Development, Design, implementation, and maintenance of a fully digital, web-based recruitment software platform, Domain with hosting etc. as per requirement and policy of DRC.

2. Integrated Online Fee Payment Processing supporting Application fee collection, Post-wise and category-wise fee configuration and real time payment status handling and System-generated payment acknowledgment / receipt (PDF).
3. System generated and automatic communication system through SMS, Email according to approved template. SMS service for verification through OTP.
4. Creation of Admin panel – For managing several functions like scrutiny, generation of reports, publishing notification, rules, examinations and search and search within search etc.
5. Dashboard for status at a glance with the link to display the details.
6. Submission of application by applicants and generation of registration number.
7. Provision for uploading documents and its management.
8. Generation of admit card with Roll no. under the policy and requirement of DRC.
9. Generation of Seat Label, Door label, Examination center label, attendance sheet, etc.
10. Candidate specific Result module.
11. Secured, Suitable Web space, domain and server.
12. The web portal must have capacity to deal with the multiple users at time without any lag.
13. Adequate safety and security management like maintenance of log, Secure session handling, Role-based access control, Data isolation for applicants etc.
14. Future Enhancements (Optional & Separate Scope) including QR/code-based application-verification, QR/Code-based admit card verification, QR/Code-based digital attendance, OMR mirror copy upload & viewing, Multi-cycle recruitment support, API integration with external agencies (if necessary).
15. Extending Prompt support Etc.

ELIGIBILITY CONDITIONS

The bidder must fulfill the following qualifying conditions duly supported with documentary Proof:

1. The bidder must have experience to independently handled at least **three assignments of similar nature**.
2. The bidder must have GST Registration no., PAN of firm/Company/Agency and service tax registration.

SUBMISSION OF TENDERS

The tenders in double cover envelopes containing Bid must reach to the office of District Judge, Murshidabad on or before **08.06.2026 within office hours.** containing the following:

1. Tenders in a sealed envelope duly signed on each page.
2. Tenders should be submitted in a sealed cover.
3. Experienced Bidder will be preferred. Proof of experience and credentials shall have to be enclosed.
4. All instructions embodied in the tenders Notice along with the terms and conditions herein mentioned shall be binding on all Bidders.

5. Only the lowest rate will not be criteria during final selection of tenders. Experience and Credential will also be considered.
6. Each Bidder shall have to submit his application mentioning the following details with relevant documents:
    i) Trade Licence, IT, PT, ST Clearance Certificates (up to date).
    ii) Bank A/C No.
    iii) Xerox copy of PAN Card, GST and Service Tax Certificates.
    iv) Credential certificate for performance of the Bidder.
    v) A brief history about your organization
7. The Job shall have to be performed by the successful Bidder(s) strictly in accordance with the specification and the rates approved and accepted by the DRC, Murshidabad and within the specified date on receipt of the work order.
8. Bidder will not be allowed to charge any extra amount for any Demonstration/delivery/ Installation.
9. No separate charge will be allowed which is not in the agreement.
10. The DRC, Murshidabad reserves the right to reject any bid or all bids without assigning any reasons. The committee also reserves the right to impose further terms and conditions, if required, which shall be binding on the bidder/bidders.
11. Incomplete tender, in any aspect, shall be liable to be rejected.
12. The Bidder(s) shall be shall be responsible for maintaining the quality and secrecy of the work. If any deviation in this regard comes to the notice of the DRC, the concerned Bidder(s) shall be liable to such action as the DRC would think fit and proper.

District Judge, Murshidabad
-cum-
Chairman, DRC, Murshidabad

APPLICATION FORMAT

I/We.....on behalf of M/S..... have carefully noted the nature of works and understand the terms and conditions of the said works vide notification no. ..... dated.....and I/We have the pleasure to offer our rates as quoted above. I/We hereby undertake to complete the job to be entrusted upon me/us within the time as may be stipulated by the District Recruitment Committee.

i) Trade Licence, IT, PT, ST Clearance Certificates (up to date).
ii) Bank A/C No.
iii) Xerox copy of PAN Card, GST and Service Tax Certificates.
iv) Credential certificate for performance of the Bidder.
v) A brief history about your

organization **Full signature of the Bidder with date**

& office seal Full address:

Telephone No:

Fax No:

E-mail: