

## **TENDER CALL NOTICE**

Sealed application/quotation are hereby invited from reputed organizations/agencies registered under the Government of India or Any State Government for conducting the recruitment process for **one (01) vacant post** of **Lower Division Clerk (LDC) (Pay Level-2)** at IHM, Bhubaneswar.

The agency shall be responsible for conducting the written examination and skill test for approximately **87 applicants** through OMR-based technology, ensuring utmost transparency, confidentiality, and fairness throughout the process.

Interested agencies may submit their application/quotation along with relevant credentials, experience details, and financial bid within 15 (Fifteen) days from the date of publication of this Tender Call Notice.

The Institute reserves the right to accept or reject any or all quotations without assigning any reason thereof.

### **Eligibility Criteria for Agencies**

1. The agency must be a registered organization under the Government of India or any State Government.
2. The agency should have a minimum of 3 years' experience in conducting recruitment examinations for Government/Semi-Government/Autonomous Bodies.
3. The agency must have prior experience in conducting OMR-based examinations and skill tests.
4. The agency should have successfully conducted at least 2-3 similar recruitment examinations in the last 3 years.
5. The agency must have adequate infrastructure and technical capability to ensure secure handling of confidential data, including question paper setting, printing, and evaluation.
6. The agency should not have been blacklisted by any Government organization/institution. A self-declaration to this effect must be submitted.
7. The agency should have valid GST registration and PAN.
8. The agency must demonstrate the ability to maintain complete confidentiality and ensure a fair and transparent examination process.

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