



**icmr** | **NIHR**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE OF  
HEALTH RESEARCH, JODHPUR

आई सी एम आर - राष्ट्रीय स्वास्थ्य अनुसंधान संस्थान

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Health Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

F. No. NIIRNCD/Administrative\_Recruitment/2024 (174732)

## LIMITED TENDER ENQUIRY INVITED FROM THE AGENCIES (listed at Annexure-II)

Please see Instruction to the bidders at page no. 7

**Sub: - Limited Tender Enquiry for end-to-end recruitment of Technical and Administrative Cadre posts at ICMR-NIHR, Jodhpur.**

Sir/Madam,

At the outset, I would like to inform you that ICMR - National Institute of Health Research (previously known as NIIRNCD and DMRC), Jodhpur is a prestigious research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, Govt. of India.

ICMR-NIHR intends to fill up the following posts through Direct Recruitment from open market:

Sl. No.	Name of the Post	Total No. of Posts
1	Technical Assistant (Life Science)	01
2	Upper Division Clerk (UDC)	01
3	Lower Division Clerk (LDC)	01
4	Laboratory Attendant (1)	05

**The above vacancies are tentative and may vary depending upon the requirement.**

The details of the posts, reservation, syllabus and scheme of the examination are given in **Annexure - I**.

In this regard, you are requested to submit the proposal/financial quote for conducting **end-to-end recruitment process** for the aforesaid posts consisting of following:

### 1. Pre-Examination Phase:

- Drafting of Advertisement:** Preparation of the recruitment notification based on ICMR's Recruitment Rules ensuring correct categorization of posts (Group B & C), age relaxations, essential qualifications and reservation for SC/ST/OBC/EWS/PwBD etc. as per guidelines of DoPT as amended from time to time.
- Application Portal:** Inviting online applications for all the posts after approval of draft advertisement from Competent Authority, ICMR-NIHR, Jodhpur and designing and hosting a dedicated portal for ICMR-NIHR. The portal must include:

न्यू पाली रोड, जोधपुर, राजस्थान - 342005, भारत

New Pali Road, Jodhpur, Rajasthan - 342005, INDIA

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Tel: 0291-2722403 | Fax: 0291-2720618

Website: niirncd.icmr.org.in



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- (a) Integration of ICMR-specific eligibility logic.  
(b) Secure Payment Gateway integration.  
(c) Real-time dashboard for the Institute to monitor application counts.  
(d) Scrutiny & Database: Automated/Manual scrutiny of applications to filter eligible candidates as per the criteria defined in the Recruitment Rules
- iii. **Admit Cards:** Generation and delivery of e-Admit cards via SMS/Email links.

## 2. Examination Phase (CBT) :

- i. **Question Paper Authoring:** Setting up of Question Papers for written examination in bilingual (English & Hindi). The difficulty level and syllabus must align with the specific ICMR post (Technical/Administrative).
- ii. **CBT Infrastructure:** Providing secure, high-quality test centers in Jodhpur and/or other major cities across India.
- iii. **Biometrics & Security:** Mandatory capturing of Candidate's Photo and Biometrics (Thumb Impression/Iris) at the center. Live CCTV feed availability for the Institute.
- iv. **Invigilation:** Deployment of trained invigilators and technical observers.
- v. **Skill Test:** Conducting of the skill test for the candidates for the posts of LDC and UDC. Skill test shall be conducted both in Hindi and English as per the choice of the candidate.

## 3. Post-Examination Phase:

- i. **Objection Management:** Hosting the Answer Key and inviting challenges from candidates. Evaluation of Answer Sheets for written examination and Skill test.
- ii. **Result Preparation:** Submission of Results/Marks of each candidate appeared in the written examination. Merit List shall be prepared by the Institute. The Final Results shall be declared by the Institute. Submission of Results of Skill test (Qualified or not qualified) in case of LDC and UDC.
- iii. **Data Integrity:** Submission of all digital records, audit logs, and candidates' data to the Institute in encrypted format.

## 4. Other Activities:

- i. Disposal of Grievances/Complaints and review of results, if required.  
ii. CCTV Live Streaming and Recording.  
iii. Installation of Jammer.  
iv. Frisking through HHMD.  
v. Any other Activity.



## General Terms and Conditions:

1. The Service Provider shall execute the recruitment process in strict compliance with ICMR Recruitment Rules (RRs) and Department of Personnel & Training (DoPT) guidelines.
2. **Failure of Examination Process:** If the examination process fails at any stage (including but not limited to: Question paper leak, technical server crash, mass malpractice at centers, or judicial quashing of the process due to agency negligence etc.), the Service Provider shall be solely responsible.
3. The Service Provider shall re-organize and re-conduct the entire examination process (from advertisement or application or exam stage, as decided by the Institute) for all affected candidates.
4. No additional cost shall be borne by ICMR-NIHR for re-conduct of the examination.
5. All costs related to venue hire, staff, fresh admit cards, and software etc. shall be borne by the Service Provider.
6. Failure to re-conduct the exam within the timeline specified by the Institute (maximum 02 months) will result in forfeiture of the Performance Security and Blacklisting.
7. **Performance Security:** The successful Service Provider must submit a Performance Bank Guarantee (PBG) @ 5% of the total contract value within a period of 07 days of issue of the Award of Work. The examination process must be completed within a maximum period of 02 months w.e.f. the date of Award of the Work failing which a penalty of 0.5% per week of the contract value shall be deducted, up to a maximum of 5%.
8. **Execution of an Agreement with the Institute and Confidentiality:** The agency shall sign a Non-Disclosure Agreement (NDA) with the Institute. The draft agreement shall be submitted by the Agency and shall be signed by both the parties after approval of Competent Authority, ICMR-NIHR, Jodhpur. All related data, documents etc. shall be the sole property of ICMR-NIHR and the Agency shall handover all the concerned data, digital and physical records, logs, CCTV footages etc. to the Institute within a period of 10 days of submission of the final results failing which the payment shall not be released to the Agency.
9. **Arbitration:** Any dispute arising shall be referred to the Director, ICMR-NIHR, Jodhpur, and if unresolved, to the courts of Jodhpur (Rajasthan) jurisdiction.
10. **Termination:** The Institute reserves the right to terminate the contract by giving 15 days' notice if the Agency's performance is found unsatisfactory.
11. **Application Fee:** The Application Fee shall be decided by ICMR-NIHR. The Application Fee shall be collected by the Agency and shall be deposited to the Bank Account of ICMR-NIHR in lump sum after completion of the Recruitment Process alongwith a certified copy of the list of candidates. The fee shall be exempted to certain categories as per DoPT norms and ICMR's guidelines.
12. **Advance Payment:** Up to a maximum of 40% of the contract value may be released for conducting the end-to-end recruitment process.



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and Family Welfare, Government of India

### Technical Criteria:

The Bidders must fulfill the following criteria to be Technically Qualified:

S. No.	Technical Component	Minimum Requirement
1	Turn Over	The Minimum Average Turn Over of the Agency shall be Rs.50,00,00,000/- during the last three financial years i.e. 2023-24, 2024-25 and 2025-26.
2	Experience-1	The Agency should have a minimum experience of 03 years of conducting the CBT and Skill Test of similar nomenclature of the posts.
3	Experience-2	The Agency must have successfully conducted at least 03 <i>End-to-End Recruitment Exams (CBT)</i> for Govt. of India/State Govt./Statutory Bodies/Autonomous Bodies/PSUs etc. in the last 03 financial years i.e. 2023-24, 2024-25 and 2025-26.
4	Technical Capability	Must have the capability to handle <i>at least</i> 5000 candidates in a single shift in multiple centers across India.

### Documents Required:

1. **Annexure A:** Bidder's Information Form.
2. **Annexure B:** Undertaking of "No Malpractice/Blacklisting".
3. **Annexure C:** Undertaking for Re-examination.
4. **Annexure D:** Bid/offer Acceptance Letter.
5. **Annexure E:** Non-Disclosure Agreement undertaking.
6. **Annexure F:** Financial Bid Proforma.

In view of the above, you are requested to submit the detailed proposal in Two Bid System with technical and financial bids sealed separately alongwith duly signed and stamped concerned documents in a sealed Cover Main Envelope superscribing - "**Submission of Tender against tender ID - ICMR-NIHR/Tenders/Recruitment/2026/01 dated.....**". The Main Envelope should contain two envelopes superscribing as "**Technical Bid**" and "**Financial Bid**".

**The Bids should reach to the undersigned within a period of 21 days of receipt of this letter.**

Yours faithfully,

  
(Dinesh Soni)

Senior Administrative Officer  
ICMR- NIHR, Jodhpur

न्यू पाली रोड, जोधपुर, राजस्थान - 342005, भारत  
New Pali Road, Jodhpur, Rajasthan - 342005, INDIA

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Website: niirncd.icmr.org.in



## Annexure - I

**Details of the posts, reservation, syllabus and scheme of the examination****B. Details of the posts, reservation :**

Sl. No.	Name of the Post	Essential Qualifications/Experience/Skill Test	Pay Level	Age Limit	No. of Posts
1	Technical Assistant (Life Science)	First Class 03 Years' Bachelor's Degree in Science from a recognized University with at least any one of the following subjects: (a) Biotechnology (b) Biochemistry (c) Microbiology (d) Environmental Science (e) Virology (f) Molecular Biology (g) Immunology (h) Parasitology	Pay Level - 6	30 Years**	01
2	Upper Division Clerk (UDC)	(a) Degree of a recognized University or equivalent. (b) Typing Speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer  <i>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</i>	Pay Level - 4	27 Years	01
3	Lower Division Clerk (LDC)	(a) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. (b) Typing Speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer  <i>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</i>	Pay Level - 2	27 Years*	01
4	Laboratory Attendant (1)	10 <sup>th</sup> Pass with 50% marks in aggregate from a recognized board and one year working experience in a Govt. recognized/approved/registered Laboratory.	Pay Level - 1	25 Years**	05

**\*Note - 1: Relaxable for Govt. servants/Autonomous organization employees up to 40 years.**



**\*\* Note - 2: Project employees working in ICMR Funded projects continuously shall be eligible for age relaxation up to 05 years provided he/she has entered into the project service within the prescribed age limit of 25 Years and 30 years for the posts of Laboratory Attendant (1) and Technical Assistant (Life Science) respectively.**

**C. Syllabus and scheme of the examination :**

Sl. No.	Name of the Post	Syllabus		Questions	Marks
1	Technical Assistant (Life Science) and Laboratory Attendant (1)	MCQ Type Questions consisting of:			
		Section-A	General Intelligence & Reasoning	15	15
		Section-B	General Awareness including current Affairs	15	15
		Section-C	Quantitative Aptitude	15	15
		Section-D	English Language	15	15
		Section-E	Subject Related	40	40
		<b>Total</b>		<b>100</b>	<b>100</b>
2	Upper Division Clerk (UDC) and Lower Division Clerk (LDC)	Section-A	General Intelligence & Reasoning	25	25
		Section-B	General Awareness including current Affairs	25	25
		Section-C	Quantitative Aptitude	25	25
		Section-D	English Language	15	15
		Section-E	About ICMR	10	10
		<b>Total</b>		<b>100</b>	<b>100</b>

**Note - 1: The total duration will be 02 hours. There will be a Negative Marking for very wrong answer for which 0.25 marks shall be deducted.**

**Note - 2: The Level of Questions shall be of Class - 10<sup>th</sup>, 12<sup>th</sup> and Degree Level as per the concerned post.**

**Note - 3: The Typing Test/Skill Test shall be of Qualifying Nature only.**

**Note - 4: The qualifying marks for written test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PWD.**



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**Note - 5: Wherever two or more candidates have secured equal aggregate marks, the tie(s) shall be resolved in accordance with the following principles:**

- (a) If the marks in the aggregate are equal, the candidate senior in age shall be ranked higher;
- (b) If the age is identical, the candidate getting more marks in their respective essential qualification for the post shall be ranked higher.

### **Instruction to bidders**

The bidders are requested to submit their bid offline (by post or by hand) to the address provided below.

#### **Deadline for Submission:**

Bids must be received within 21 days of the receipt of this email (i.e., 17.05.2026). Please note that bids received after the due date will not be accepted. Should the 21st day fall on a public holiday, the deadline will be extended to the next working day.

#### **Submission Instructions:**

The submission must follow a "two-bid system." Please place the **Technical Bid** and **Financial Bid** in two separate envelopes. Both of these envelopes must then be placed inside a single **Master Envelope**.

#### **Labeling/Superscripting:**

- **Master Envelope:** Must be addressed as indicated below and super scripted: "Limited tender enquiry for selection of agency for DR at ICMR-NIHR, Jodhpur."
- **Internal Envelopes:** Must be super scripted as "Technical Bid" and "Financial Bid" respectively.

Please be advised that the financial bid will only be opened if your company is found to be technically qualified.

#### **Address for Submission:**

To,  
The Director,  
ICMR-National Institute of Health Research (Formerly ICMR-NIIRNCD)  
New Pali Road, Jodhpur – 342005.  
Email: [director-niirncd@icmr.gov.in](mailto:director-niirncd@icmr.gov.in)  
Contact: 0291-2722403

## Annexure-II

S. no.	Name of agency
1	The Managing Director M/s Central Electronics Ltd, 4, Industrial Area, Sahibabad, Ghaziabad - 201 010 (U.P.) Email: sanjayk@celindia.co.in
2	The Managing Director M/s EdCIL, 18-A, EdCIL House, Film City, Sector-16, Noida (UP)-201301 Email: ugaikwad@edcil.co.in
3	The Managing Director M/s NTA, First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi- 110020 Email: procurement@nta.ac.in
4	The Managing Director M/s CDAC, Pune, University Campus, Ganesh Khind, Pune-411007 Maharashtra (India) Email: parimalw@cdac.in
5	The Managing Director M/s. MKCL, Regd - ICC 5A, ICC Trade Tower, 'A' Wing, 5th Floor, Senapati Bapat Road, Shivajinagar, Pune 411 016, Maharashtra, India. +91 20 40114500 / +91 20 40114501 Email: mkcl@mkcl.org
6	The Managing Director M/s RailTel Corporation, Plate-A, 6th Floor, Office Block Tower-2, East Kidwai Nagar, New Delhi-110023 Email: rajnish.verma@railtelindia.com
7	The Managing Director M/s. National Informatics Centre, A-Block, CGO Complex, Lodhi Road, New Delhi – 110 003 Email: helpdesk-nic@nic.in
8	The Managing Director M/s. HLL Lifecare Limited., HLL Bhavan, Poojappura, Thiruvananthapuram- 695 012, Kerala, India Ph: +91-471 2354949, Fax : +91-471 2354949 Email: info@lifecarehll.com
9	The Managing Director M/s BECIL, C-56, A/17. Sector-62 , Noida (UP)-201301 Email: binay.tiwari@becil.com
10	The Managing Director M/s ITI Ltd, SCOPE Complex, First Floor, Core-6 SCOPE Complex, 7-Lodhi Road, New Delhi - 110 003 Email: aksaini_nsu@itilttd.co.in

## ANNEXURE-A

**BIDDER'S INFORMATION FORM**  
**(To be submitted on the Company's Letterhead)**

S. No.	Particulars	Details
1.	Name of the Agency/Firm/Company	
2.	Registered Office Address	
3.	Name & Designation of the Authorized Signatory	
4.	Contact No. & Email ID	
5.	Type of Entity (Proprietorship/Partnership/Private Ltd/Public Ltd)	
6.	Date of Incorporation (Attach Certificate)	
7.	PAN Number (Attach Copy)	
8.	GST Registration Number (Attach Copy)	
9.	Details of EMD	

**SELF-DECLARATION – NO MALPRACTICING/BLACKLISTING**  
**(To be submitted on the Company's Letterhead)**

To,  
The Director,  
ICMR-NIHR, Jodhpur.

Subject: Declaration regarding non-blacklisting.

Sir,

I/We, \_\_\_\_\_ (Name of Authorized Signatory), on behalf of M/s.  
\_\_\_\_\_ (Name of Agency), hereby declare that:

1. Our firm/company has not been blacklisted or debarred by any Central/State Government Ministry/Department, PSU, or Autonomous Body as on the date of submission of this bid.
2. There are no pending criminal cases against the proprietors/directors of the firm in any court of law related to examination malpractices or fraud.
3. We understand that if this declaration is found to be false, ICMR-NIHR shall be entitled to terminate the contract and forfeit the Performance Security.

Signature of Authorized Signatory:

Seal:

**UNDERTAKING FOR RE-EXAMINATION**  
**(To be submitted on the Company's Letterhead)**

To,  
The Director,  
ICMR-NIHR, Jodhpur.

Subject: Undertaking for Re-conduct of Examination at Own Cost.

Sir,

I/We, M/s \_\_\_\_\_, hereby solemnly undertake and agree that:

1. We shall be responsible for the end-to-end integrity of the recruitment process as per ICMR Recruitment Rules.
2. In the event of any Technical Failure, Security Breach, Question Paper Leakage (at our end), or Gross Irregularity that vitiates the examination process at any stage (Pre-exam, CBT conduct, or Result stage), we shall re-organize and re-conduct the entire examination process for the affected candidates.
3. Financial Liability: We agree that the entire cost of such re-conduct (including center hiring, manpower, software, and logistics etc.) shall be borne entirely by us.
4. ICMR-NIHR shall not pay any additional fee or reimbursement for the re-conduct of the examination under any circumstances.
5. We acknowledge that failure to re-conduct the exam within the timeline provided by the Institute will lead to forfeiture of Performance Security and legal proceedings.

Signature of Authorized Signatory:

Designation:

Seal:

**BID ACCEPTANCE LETTER**  
**(To be submitted on the Company's Letterhead)**

To,  
The Director,  
ICMR-NIHR, Jodhpur.

Sub: Acceptance of Terms & Conditions of Bid.

Sir,

1. I/We have received the Bid document(s) for the above-mentioned 'service' through email/by post as per your advertisement.
2. I/We hereby certify that I/we have read the entire terms and conditions of the Bid documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the Bid conditions of above-mentioned Bid document(s)/corrigendum(s) in its totality/entirety.

Signature of Authorized Signatory:

Seal:

**UNDERTAKING REGARDING NON-DISCLOSURE AND DATA OWNERSHIP**  
**(To be submitted on the Company's Letterhead)**

To,

The Director,

ICMR-NIHR, Jodhpur

Subject: Undertaking regarding Non-Disclosure Agreement (NDA) and Data Ownership pertaining to the bid no.-----.

Sir,

I/We, the undersigned, acting as the authorized representative(s) of M/s. -----  
 ----- (hereinafter referred to as the "Bidder"), in response to the bid for End to End examination, hereby solemnly declare and undertake the following:

1. **Acknowledgment of Data Ownership:** I/We clearly understand and agree that all data, including but not limited to raw data, processed data, metadata, research findings, reports, case records, biological information, financial records, and software codes generated, collected, or processed during the course of this project, shall be the sole and exclusive property of ICMR-NIHR. The Bidder shall have no proprietary interest, lien, or claim over such data.
2. **Non-Disclosure Commitment:** I/We undertake to maintain strict confidentiality regarding all information, documents, and data shared by ICMR-NIHR or generated during the execution of the project. I/We agree that:
  - No information will be shared, copied, reproduced, or disclosed to any third party without prior written consent from ICMR-NIHR.
  - The data shall be used strictly for the purpose defined in the scope of work and for no other commercial or non-commercial purpose.
3. **Execution of formal NDA:** I/We hereby agree that if our bid is successful, we shall execute a formal Non-Disclosure Agreement (NDA) with ICMR-NIHR on a non-judicial stamp paper of appropriate value, incorporating the specific confidentiality terms and conditions prescribed by the Institute, prior to the commencement of the work.
4. **Data Security and Integrity:** I/We shall implement adequate technical and organizational measures to prevent unauthorized access, loss, or leakage of data. In the event of any data

breach, I/We shall notify ICMR-NIHR immediately and shall be liable for any legal or financial consequences arising therefrom.

5. **Return/Destruction of Data Upon completion of the contract or termination of the agreement:** I/We undertake to hand over all data (in electronic or physical form) to ICMR-NIHR and delete/destroy all copies remaining in our possession, providing a certificate of erasure/destruction to the Institute.
6. **Consequences of Breach:** I/We understand that any violation of this undertaking or the NDA shall make the Bidder liable for legal action, termination of the contract, and blacklisting from future participation in ICMR-NIHR projects, in addition to any financial penalties as deemed fit by the competent authority, ICMR-NIHR.

**Verification:** I/We certify that I am/we are authorized to sign this undertaking on behalf of the company/agency and that the statements made above are true and binding.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_ Name:

\_\_\_\_\_ Designation:

\_\_\_\_\_ Company Seal:

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**FINANCIAL BID PROFORMA**  
(To be submitted in a separate sealed envelope or as per instructions)

To,  
The Director,  
ICMR-NIHR, Jodhpur

Subject: Financial Bid for Conducting CBT and Skill Test for Recruitment at ICMR-NIHR against bid no. -----

Sir,

I/We, the undersigned, offer to provide the services for conducting the Computer Based Test (CBT) and Skill Test in accordance with your Request for Proposal. Our financial quote, on a per candidate basis, is as follows:

**TABLE A: Cost for Computer Based Test (CBT)**

S. No.	Description of Service	Base Price per Candidate (A)	Applicable GST (%)	GST Amount per Candidate (B)	Total Price per Candidate (A+B)
1.	End-to-end CBT Management (as per Scope of work of this bid.)				

**TABLE B: Cost for Skill Test**

S. No.	Description of Service	Base Price per Candidate (A)	Applicable GST (%)	GST Amount per Candidate (B)	Total Price per Candidate (A+B)
1.	Conduct of Skill Test (As per RR of ICMR)				

**Table C: Summary of Consolidated Quotes:**

Component	Total Price per Candidate (Inclusive of Taxes)
Total for CBT (From Table A)	
Total for Skill Test (From Table B)	
<b>GRAND TOTAL (CBT + Skill Test)</b>	

Grand Total in Words: Rupees \_\_\_\_\_ only.

**Note:**

1. These rates are applicable for minimum one thousand candidates or as per actual whichever is higher.
2. The L-1 shall be decided on the basis of Base rates (Grand total of Table C) only. However, the payment shall be made as per Table A for the technical posts (where skill test is not applicable) and as per Table C for the administrative posts (Where both CBT as well as Skill tests are applicable)

## Terms and Conditions of the Financial Bid:

1. **All-Inclusive Rate:** The "Base Price" quoted above includes all costs associated with infrastructure, hardware, licensed software, human resources, security, travel, logistics, and data management. No "out-of-pocket" expenses will be reimbursed separately.
2. **Per Candidate Basis:** The payment shall be processed based on the actual number of candidates who appear for the exam/or as per the minimum candidate clause whichever is higher.
3. **Tax Variation:** Any variation in GST rates by the Government of India shall be adjusted accordingly.
4. **Validity:** This financial bid is valid for a period of 01 year from the date of opening of the bid.
5. **Data Ownership:** I/We acknowledge that all data generated during these tests belongs exclusively to ICMR-NIHR.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_ Name:

\_\_\_\_\_ Designation:

\_\_\_\_\_ Company  
Seal: \_\_\_\_\_