



Centre for Personnel Talent Management (CEPTAM)

Govt of India, Defence R&D Organization, Ministry of Defence
Metcalfe House, Delhi 110054

CALL FOR EOI's FROM FIRMS

CEPTAM invites applications from reputed Indian Agencies/firm/institutions with relevant experience for registration to provide professional services in following areas:

1. Software Development, installation and maintenance in HR Management (Training, Recruitment, Performance Evaluation, Centralised Assessment etc.)
2. Installation and maintenance of computers, network systems and hardware
3. Conduct of Recruitment exam
 - a) Pre Exam processing including online and offline applications
 - b) Conduct of Exam on all India basis
 - c) Post Exam processing to include OMR scanning, databases, application documents, results etc.
4. Competency assessment of technical personnel
5. Installation/maintenance of office security systems
6. Hired taxis/vehicles
7. Hygiene/maintenance services
8. General printing

The interested parties are required to provide details of their expertise, past experience, completed projects. The forwarded application should accompany financial statement for previous three years.

The vendors will have to register themselves with CEPTAM as per DRDO purchase policy. Mere submission of EOI will not confer to applicants any right for receiving or carrying out the tendered job(s). CEPTAM reserves the right to accept/reject one of all EOIs or stop the process of evaluation at any stage.

Response to EOI Notice shall be submitted within **30 Days** from the date of publication superscribing "CEPTAM EOI 2014" to **The Director, Centre for Personnel Talent Management (CEPTAM), DRDO, Ministry of Defence, Metcalfe House, Delhi 110054.**

DIRECTOR