

Quotation Notice for Computer Training in c/w AIPDM, 2017.

Sealed Quotations are invited by 30.11.2017 at 12.00 hrs. from reputed experienced resourceful Registered Computer training Institutes for imparting training to the participants of West Bengal Police and Kolkata Police **at their respective Training Centre** in C/W the 61th All India Police Duty Meet, 2017. The training is likely to be started from 01st December 2017 in 01 (single) phase and number of participants would be 2 (Two) for each event.

The proforma for submitting quotations is given below:-

Sl No	Indicative Subject of Training	Span of Training Hours	Duration of Training	Cost of Training per Trainee (inclusive of all taxes & levies)
1.	Computer Awareness Training (on-line objective type Training)	Minimum 04 to 05 hours in a day	21 working days	
2.	Visual Basic & .Net only	Minimum 04 to 05 hours in a day	21 working days	
3.	M/S Office 2010 (Word, Excel, Power point	Minimum 04 to 05 hours in a day	21 working days	

The number of trainees is tentative.

Terms & Condition

- The selected bidder will have to maintain all documentation related to this training & provide it to SCRB, WB on daily basis including trainee attendance.
- The selected bidder would have to ensure quality of training as per requirement of trainees.
- The selected bidder would have to conduct evaluation tests at regular intervals as directed by SCRB, WB. & provide feed-back on progress of trainees to SCRB, WB.
- SCRB, WB. reserves the right to cancel the training if it is found to be unsatisfactory & the selected bidder shall have no claim in this regard in such a situation.
- Trainees have to be provided internet access during training.
- Selected bidder will have to provide study materials to each trainee. Sample of study material to be submitted with Bid document.
- Student computer ratio has to be 1:1.
- A preliminary screening test has to be conducted by the selected bidder under supervision of SCRB.
- SCRB will monitor quality of training provided by selected bidder. If quality of training is found to be unsatisfactory, the work order will stand cancelled with no amount payable / due to successful bidder for training already conducted.
- Payment should be made as per applicable rules & regulations.

Interested Training Institutes should submit their quotation (Cost of Training) in a sealed envelope addressed to Director General of Police, State Crime Records Bureau, West Bengal. Araksha Bhawan, DJ-Block, Sec-II, Salt Lake City, Kolkata-700 091.

Willing Institutes must submit the following documents along with the quotation:-

- 1) Registration No. (With current validity).
- 2) Copy of PAN / IT Return.
- 3) Credentials of Training of similar nature done earlier.
- 4) C.V/ Bio-Data of Trainers who will impart training.
- 5) Any important training course conducted in last 03 years.

Attachment unnecessary papers with this quotation should be avoided

Further details can be obtained between 11.00 to 16.00 hrs on any working day from training section, S.C.R.B, WB. The quotation will be opened on 30/11/2017 at 14.00 hrs.

The undersigned reserves the right to accept / reject any bids without assigning any reason whatsoever.