

No.M-11013/11/Genl/2017  
Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
(Field Operations Division)

Regional Office, Maharashtra (East) Region,  
CGO Complex, A Block, III Floor,  
Seminary Hills, Nagpur-440006.  
Date: 27-07-2017

To

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Subject: Request for Sealed Quotation for Training programme on "Computer and its Applications"-regarding.

Sir/Madam,

The NSSO(FOD), Nagpur proposes to organize 2 weeks (10 days) of training programme on "Computer and its Applications" for newly recruited Sub-Ordinate Statistical Service officials in two batches (10 days for each batch). The training programme two batches is tentatively scheduled during 13-24 November 2017 and 05 -16 February 2018 respectively. The number of participants in each batch would be between 25 to 30. The topics which are to be covered in the training programme (session wise) is enclosed along with this letter.

The proforma for submitting quotations is given below: -

S.No.	Indicative Subject of Training	Span of Training Hours in a day	Duration of Training	Cost of Training per ONE BATCH (inclusive of all Taxes)
1	Computer and its Applications	1000hrs to 1800hrs with breaks in between	10 days	

In this connection, sealed quotations are invited from reputed experienced resourceful registered Computer Training Institutes for imparting training to the newly recruited Sub-Ordinate Statistical Service Officials. The Zonal Office, NSSO(FOD), Nagpur is suitably equipped infrastructure for theory and practical sessions. Therefore, the trained professionals of the selected institute/ agency are required to take theoretical and practical sessions (4 sessions every day) in the training hall of this office.

Interested training institutes should submit their lowest quotation in the specified proforma (cost of training for **ONE BATCH** inclusive all taxes) in sealed envelope with super subscription "Quotation for 10-days Computer Training Program" addressed to the Head of Office, NSSO (FOD), Regional Office, A-Block, III Floor, Seminary Hills, Nagpur, on or before 18<sup>th</sup> August 2017 (1500hrs).

Willing institutes must submit the following documents: -

1. Registration number (current validity)
2. Copy of PAN/IT return.
3. Credentials of Training of similar nature done earlier
4. CV/Bio data of trainees who will impart the trainees
5. Any important training course conducted in last 3 years.
6. Copy of the undertaking that the institute has not been blacklisted by any Govt. as on the date of the submission of the bid. The bidder may confirm that they will abide by all the terms and conditions and they don't have any counter condition.

Further details can be obtained between 1100 hrs to 1800hrs on any working day from the Zonal Office, NSSO(FOD), Nagpur. The undersigned reserves the right to accept / reject all or any quotation without assigning any reason thereof.

Encl: 1. Terms & Conditions  
2. Course-Content

Yours faithfully

  
(Srinivas Uppala) 27/07  
Director

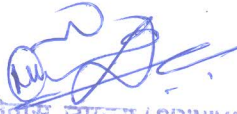
Copy to:

1. The Notice Board, RO/Zo, NSSO(FOD), Nagpur

### **Terms and Conditions:**

1. The office has suitably equipped infrastructure for theory and practical sessions. Training is to be conducted within the training hall of this office.
2. The training will be provided on the latest versions of software available in the market at the time of start of a particular course.
3. Selected bidder will have to provide study material to each trainee.
4. The selected institute would have to conduct evaluation test (objective type) for the trainees on the last day of the training programme.
5. Instructors should be qualified and experienced. A list of instructors will be forwarded to this office, before commencement of the training to ascertain qualification and experience of the instructors. This office reserves the right to request for change of instructor, if found unsatisfactory.
6. This office reserves the right to cancel the training if it is found unsatisfactory & the selected bidder shall have no claim in this regard in such a situation.
7. The BIDDER has to conduct training itself and at this office premises and cannot subcontract the training.
8. The tentative course-content for the training is attached.
9. Training should be covered in 4 sessions each day (preferably from 10:00 hrs to 13:00 hrs and 14:00 hrs to 18:00 hrs with 15 minute two tea-break and 1-hour lunch break) to be conducted on working days.
10. Lunch, Tea/Coffee & Snacks, drinking water would be provided by the office during tea-and lunch breaks.
11. The bidders should have minimum of 3 years' experience in the training.
12. Interested parties can submit the lowest quotation along with all relevant supporting documents.
13. Each page of the Bid document must be numbered, signed and stamped by the authorized signatory of the bidder.
14. Bid may be rejected at any stage of the evaluation, if it is found that the bidder has provided misleading information or has been black listed by a central or state government or agency thereof or has indulged in any malpractice/ unethical practice and has not honoured contractual obligation elsewhere.
15. The office reserves the right to reject all or any bid without assigning any reason thereof.
16. The office would select the suitable party for the execution of work. The selected Bidder is expected to commence the Assignment on the specified date.

17. The office reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon training priorities vis-à-vis urgent commitments.
18. The Technical Evaluation Committee constituted by the office shall evaluate the responses to the Request for Quotation (RFQ) and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the Quotation Proposal.
19. Each of the bid responses shall be evaluated to validate compliance of the bidders according to the evaluation criteria and the supporting documents.
20. The decision of the Technical Evaluation Committee in the evaluation of responses to the Request for Quotation (RFQ) shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
21. The Technical Evaluation Committee may ask for Documents/ Presentation / Meetings with the bidders to evaluate its suitability for the assignment.
22. The Technical Evaluation Committee may visit the location of the institute.
23. The Technical Evaluation Committee reserves the right to reject any or all bids.
24. The quotation should reach this office on or before 18<sup>th</sup> August 2017 (1500hrs). Any proposal received by this office after the above deadline shall be rejected and will not be considered. All rates quoted should be inclusive of taxes.

  
श्रीनिवास उप्पला / SRINIVAS UPPALA  
निदेशक / Director  
रा.प्र.स.का. (क्षे.सं.प्र.)/M.S.S.O.(FOD)  
भारत सरकार/Government of India  
नागपुर- 440006 / Nagpur-440006

National Sample Survey Office  
(Field Operations Division)  
Zonal Training Centre, Nagpur

**Module-B: Computer and its Applications (2-weeks)**  
For newly recruited Junior Statistical Officers of WZ

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Date	Time	Topics
Day 1	1000- 1030 hrs.	Inauguration of Computer Application Course.
	1030 - 1230 hrs	Introduction to Operating system
	1400 -1800 hrs	Introduction to MS –Word-Title bar/Home tab/Insert tab/Page layout tab/Mailing Tab/Review tab Short cut keys Cut /Copy /Paste option ; Moving & Inserting Creating and editing a Document in Word Alignment/Fonts;- Aligning and Indenting Lining and spacing Find /Replace option Use of undo and Redo Thesaurus /Spelling and Grammar;Borders & Shading Insert tables/Pictures/ Chart /Word Art /Header and Footer etc.
		Discussion continued –followed by practicals
Day 2	1000 - 1300 hrs	Introduction to Mail Merge Printing and scanning
	1400 -1800 hrs	Discussion continued –followed by practicals
Day 3	1000 -1300 hrs	Introduction to MS- Excel- Home tab, insert tab/ view. page layout tab/Cell and cell address/Cell pointer How to use Functions/Formulas – SUM/MIN/MAX/AVERAGE/COUNT/PRODUCT/LOGICAL FUNCTIONS like IF Cell Formatting , Sorting, Previewing , printing and closing a workbook
	1400 -1800 hrs	Discussion continued –followed by practicals (solve problems of %, functions etc. using pay slip of employees )

Date	Time	Topics
Day 4	1000 to 1300 hrs	MS- Excel –prepare chart and graphs Use of mathematical and statistical functions
	1400 to 1800 hrs	Discussion continued –followed by practicals (prepare chart and graphs, Mathematical and statistical functions)
Day 5	1000 to 1300 hrs	Introduction to Power point-Home tab/Insert tab// Chosing designing theme , creating slides, slide layout Editing and enhancing slides, Customizing presentation
	1400 to 1800 hrs	Discussion continued –followed by practicals (to make a power point presentation)
Day 6	1000 to 1300 hrs	MS- Powerpoint Animation Tab/Design Tab/View Tab closing presentation . Shortcut keys
	1400 to 1800 hrs	Discussion continued –followed by practicals (to make a power point presentation)
Day 7	1000 to 1300 hrs	Introduction to MS-Access Maintaing data in Access tables Creating tables and relationship Creating queries, Forms and Reports Summarizing Data , Calculating Exporting and importing to and from other programs
	1400 to 1800 hrs	Discussion continued- followed by practicals
Day 8	1000 to 1300 hrs	MS Access theory; Concept of RDBMS, DBMS
	1400 to 1800 hrs	Discussion continued –followed by practicals
Day 9	1000 to 1300 hrs	Discussion continued –followed by practicals
	1400 to 1800 hrs	Basic concept of internet,Introduction to Internet opening an e-mail account ,Gmail and other e-mail options, Checking and browsing e-mails Introduction to Cyber security Introduction to Outlook and uses
		Discussion continued –followed by practicals
Day 10	1000 to 1200 hrs	Examination
	1200 to 1300 hrs	Presentation
	1400 to 1500 hrs	---contd---
	1500 to 1800 hrs	Review and Feedback.

\* Tea breaks: 1115-1130 hrs & 1515 -1530 hrs.

Lunch break: 1300 -1400 hrs.