

No. M-11013/11/Genl/2018
Government of India
Ministry of Statistics & PI
National Sample Survey Office
(Field Operations Division)

Regional Office, Mah (East) Region
A-Block, East Wing, 3rd Floor
CGO-Complex, Seminary Hills
Nagpur-440006
Date: 09.10.2019

To

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

Sir/ Madam,

The NSO (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. The training programme is tentatively scheduled during 25 Nov-06th Dec 2019. The number of participants 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 quotation is given below: -

Sr. No	Indicative Subject of Training	Span of Training Hours in a day	Duration of Training	Cost of Training (inclusive of all Taxes)
1	Computer and its Applications	10:00 hrs to 18:00 hrs with breaks in between	10 days	

In this connection, sealed quotation are invited from reputed experienced resourceful registered Computer Training Institute for imparting training to the newly recruited Sub-Ordinate Statistical Service Officials. The Zonal Office, NSO (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 this BATCH inclusive all taxes) in sealed envelope with super subscription "Quotation for 10 days Computer Training Program" addressed to the Head of office, NSO (FOD), Regional Office, A- Block, III Floor, Seminary Hills, Nagpur, on or before 25 October 2019.

Willing institutes must submit the following documents: -

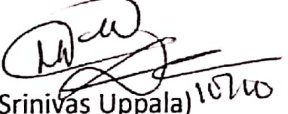
1. Registration number (current validity)
2. Copy of PAN/ IT return.
3. Credentials of giving the computers on hiring bases done earlier
4. Bio data of the personnel given the responsibility of hiring work.

5. Copy of the undertaking that the institute/ agency 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 11:00hrs to 18:00hrs 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) 10/10
Director

Copy to:

1. The Notice Board, Ro/ZO, NSSO (FOD), Nagpur
2. The Computer Centre, New Delhi with a request to upload this letter in the website.

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 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 experienced of the instructors. This office reserves the right to request for change of instructor, if found unsatisfactory.
6. This office reserves 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 10:00hrs to 13:00hrs and 14:00hrs to 18:00hrs with 15 minutes 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 work. The selected Bidder is expected to commence the Assignment on the specified date.
17. The office reserves the right to modify and 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 25-10-2019. 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.

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

Module-B: Computer and its Applications (2-weeks)
For newly recruited Junior Statistical Officers
Duration: 25 Nov- 06 Dec, 2019

Date	Time	Topics
25.11.2019	10:00- 10:30 hrs.	Inaguration of Computer Application Course.
	10:30 – 12:30 hrs	Introduction to Operating system
	14:00 -18:00 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
26.11.2019	10.00 – 13:00 hrs	Introduction to Mail Merge Printing and scanning
	14:00 -18:00 hrs	Discussion continued –followed by practicals
27.11.2019	10:00 -13:00 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
	14:00 -18:00 hrs	Discussion continued –followed by practicals (solve problems of %, functions etc. using pay slip of employees)

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Date	Time	Topics
28.11.2019	10.00 to 13.00 hrs	MS- Excel –prepare chart and graphs Use of mathematical and statistical functions
	14.00 to 18:00 hrs	Discussion continued –followed by practicals (prepare chart and graphs, Mathematical and statistical functions)
29.11.2019	10:00 to 13:00 hrs	Introduction to Power point-Home tab/Insert tab// Chosing designing theme , creating slides, slide layout Editing and enhancing slides, Customizing presentation
	14:00 to 18:00 hrs	Discussion continued –followed by practicals (to make a power point presentation)
02.12.2019	10:00 to 13:00 hrs	MS- Powerpoint Animation Tab/Design Tab/View Tab closing presentation . Shortcut keys
	14:00 to 18:00 hrs	Discussion continued –followed by practicals (to make a power point presentation)
03.12.2019	10:00 to 1:300 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
	14:00 to 18:00 hrs	Discussion continued- followed by practicals
04.12.2019	10:00 to 13:00 hrs	MS Access theory; Concept of RDBMS, DBMS
	14:00 to 18:00 hrs	Discussion continued –followed by practicals
05.12.2019	10:00 to 13:00 hrs	Discussion continued –followed by practicals
	14:00 to 18:00 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
06.12.2019	10:00 to 12:00 hrs	Examination
	12:00 to 13:00 hrs	Presentation
	14:00 to 15:00 hrs	---contd---
	15:00 to 18:00 hrs	Review and Feedback.

* Tea breaks: 11.15-11.30 hrs & 15.15 -15.30 hrs.
Lunch break 13:00 -14:00 hrs