



सिलवासा नगरपालिका परिषद
SILVASSA MUNICIPAL COUNCIL
दादरा एवंनगर हवेली, /DADRA & NAGAR HAVELI,
सिलवासा /SILVASSA



No.SMC/CO/GNL/2017/Regi. 867

Date: 05/12/2017

SHORT TERM QUOTATION

Subject: - Training of computer basis to SMC staff.

The Chief Officer, Silvassa Municipal Council invites seal quotations for **Training of computer basis to SMC staff** from various agencies/authorized dealer so as to reach the undersigned on or before 14/12/2017 upto 15.00 hours by RPAD/Couriers or to be deposited in/ tender box kept in the office of the undersigned. The quotation will be opened on the same day at 16.00 hours if possible.

Sr. No.	Description of item	Qty	Rate	Unit	Amount
1	Basic computer course with the following curriculum to include, but not limited to	1		Per Person	
a	Knowing computer				
b	Operating computer using GUI based operating system.				
c	Understanding word processing.				
d	Using spread sheet.				
e	Web browsing and email.				
f	Communication using the internet.				
g	Making presentations.				

GENERAL CONDITIONS:-

1. The envelop should be superscripted by word "Quotation for training of computer basis to SMC staff".
2. Quotation received after due date and time will not be taken into consideration.
3. Right to accept or reject any or all quotations is reserved with the undersigned.
4. Rate should be inclusive of all taxes applicable.
5. The bidder shall have relevant experience preferably in teaching.
6. The bidders who are registered/approved by any government department/ organization will be given preference.
7. All bidders must enclose **VAT registration and service tax registration certificate** along with the tender documents.

TERMS & CONDITIONS:-

1. The Selected agency will be responsible for training of basic course of computer.
2. The selected agency will have to take test of basic computers of SMC employees and those who fail will only be given computer basis training.
3. The agency must be qualified to issue certificate to trainer after completion to training course.
4. The training must be arranged on Saturdays & Sundays or after SMC's duty hours for required hours.
5. The training should cover all the standard computer basis courses.
6. The maximum time for complete training will be 2 to 3 months
7. After the completion of training, the agency will have to conduct practical as well as theoretical test of each and every employee.
8. The payment will be done in respect to only those employees who have passed the final test.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa

Signature of Agency/Contractor

Copy to all Suppliers/agencies/authorized training centre.
Copy to President, SMC, Silvassa for information please.