

कार्यालय मुख्य अभियंता एवं महानिदेशक, सिंचाई प्रबन्धन एवं प्रशिक्षण संस्थान दादाबाड़ी कोटा  
कमांक / आईएमटीआई / लेखा-1 / 2019-20 / 1096-29

दिनांक:- 5/7/19

M/s RGCSSM Skills,  
"Rajrani Tower" H-1-16, IT Park, I.P.Industrial Area,  
Road No.-4, Jhalawar Road,  
Kota-5  
Phone No. 0744-2410299,2410399

विषय:- Providing Training in Computer Course Module-I,II&IV at I.M.T.I, Kota for one Year.

सन्दर्भ:-आप द्वारा दी गई निविदा दिनांक 14.06.2019 एवं नेगोशियेशन दि. 24.06.2019

सिंचाई प्रबन्धन एवं प्रशिक्षण संस्थान कोटा को आप द्वारा दिनांक 14.06.2019 एवं नेगोशियेशन दि. 24.06.2019 को दी गई निविदा की दरें न्यूनतम होने के कारण निविदा स्वीकृत की जाती है. फलस्वरूप आदेशित किया जाता है कि आप उप निदेशक (Computer) सिंचाई प्रबन्धन एवं प्रशिक्षण संस्थान, कोटा के निर्देशन से कार्य प्रारम्भ करें ।

आपकी कार्य अवधि दिनांक 5.7.2019 से 4.07.2020 तक रहेगी ।

S. No.	Description of Work/Item	No. of course	Rate		Total Amount
			Unit	Rate	
1.	Providing Training In Computer Course Module 1 & II Fundamental of Windows-XP/Vista/2007 and Latest Version of Operating System & Office Software (Ms-Word,Power Point, Access) Providing training in MS-Excel (Functions), Macro Programming, All Commands, Graphs & Providing Training in Digital Payment System, Online Web Site, and Other Govt. Web site like JHRMS Portal, LITES Portal, Raj-kaj, SSO-ID, SI-GPF Portal, (Duration of course 5 days)				
2.	Providing course book (Comdex by Sh. Vikas Gupta) or equivalent book covering above topics as approved by the institute (For M-I & M-II)	1.00	Per Book	325.00	
3.	Providing Training in Computer Course Module IV AutoCAD latest version (As per details provided in syllabus under conditions of contract).(Duration of course 10 days)	4.00	Per Course	13000.00	52000.00
4.	Providing course book by (Sh. Ramesh Bangla) or equivalent book covering above topics as approved by institute: (For M-IV)	1.00	Per Book	150.00	

यह आदेश श्रीमान मुख्य अभियंता एवं महानिदेशक महोदय द्वारा अनुमोदित है ।

1. दरें सभी प्रकार की कर सहित है।
2. बिलों के भुगतान से पूर्व निविदादाता को अपने पेन नम्बर एवं जी. एस.टी. नम्बर आवश्यक रूप से संस्थान को सूचित करने होंगे ।
3. स्त्रोत में से आयकर एवं अन्य करों की कटौतियाँ नियमानुसार की जावेगी ।

अतः आपसे निवेदन है कि इस पत्र के जारी होने की दिनांक से 7 दिवस में 750/- रूपये के नान-ज्यूडिशियल स्टम्प पैपर के साथ इस कार्यालय में उपस्थित होकर नियमानुसार अनुबन्ध करें ।

यह कार्य आदेश आपकी निविदा दिनांक 14.06.2019 एवं नेगोशियेशन दि. 24.06.2019 को दी गई दर मय विभागीय शर्तों के इस अनुबन्ध के भाग होंगे ।

संलग्न:-शर्तें

उपनिदेशक एवं तक. सहा.  
*bnf*

क्रमांक /आईएमटीआई /लेखा-1 /2019-20 /

दिनांक:-

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

1. उप निदेशक (Computer)
  2. कॅशियर /बिल लिपिक
- संलग्न:-शर्तें

*SP*  
उपनिदेशक एवं तक. सहा.

## Conditions of Contract

1. Training will be provided in the computer center of the I.M.T.I., Kota as per proposed training schedule. The schedule is tentative and subject to adjustment / alterations any time by the Institute.
2. Generally, daily training schedule shall spread between 9.30 am to 6.00 pm However, in some circumstances these timings may also vary  $\pm 1$  hours. Daily programme will generally comprise as under:-
  - 3.0 hours lectures session (in morning).
  - 4.0 hours practical / practice session. (in Afternoon session)
  - 1.0 hour problem solving session.
3. The rates quoted shall include cost of providing well qualified trainers (Lecturers), for theoretical and practical session, Audio visual material, exercise papers, demonstrator for practical session, project exercises, writing pen on white boards / black boards, photo state copies of exam, feedback form and exercise for trainees and their work assessment etc. The course book will have to be made available to the OIC computer at least one week in advance before the commencement of the course. Failing to provide books before commencement training, a penalty of Rs. 500/- would be deducted from the bill.
4. The version against each module has been mentioned. Where version has not been mentioned same is to be considered to be the latest. Besides, special features of new version as available in market at the time of each training course will also have to be covered for which no extra payment will be made. However, the decision of the Director General IMTI, Kota in this regard will be final & binding on the bidder.
5. Each training course will have tests as per details provided in syllabus. Marks will be awarded to trainees in these tests / exams are well as daily exercises / project work done by each trainee. The scheme for marks allotment will be given separately by the management.
6. At the end of each training program a report of training will have to be prepared & submitted with the bill in duplicate.
7. The payment will be made after completion of each training course for which a bill has to be submitted by the contracting agency, within 15 days after completion of course.
8. All trainings will be in Windows environment.
9. Quality of lectures has to be at least of University standards. The persons taking the theory classes will also conduct the practical sessions. Beside him / her, two additional demonstrators competent to solve practical difficulties will also be made available in each practical session to assist him / her. Standard and approved training literature is to be provided to trainees. The supporting demonstrators shall also be well qualified, experienced and capable to solve problems and guide trainees instantaneously. The teaching and supporting staff has to be deployed to the full satisfaction of the management of the Institute. For this purpose, bidder shall have to provide a list of lecturers and demonstrators who will be deployed by them for providing training along with their qualification / experience along with their present assignments, at the time of allotment of work order. The tenders without adequately trained personnel are liable to be rejected. Any changes in the list of trainer after award of contract can be changed only

in consultation with Dy. Director / Assistant Director (Computer) without ignoring prescribed qualification & experience of faculty.

10. The slide projector, Black board, Overhead projector, computer hardware etc. as an when needed & as available with the institute will be provided. However, the slides and transparencies etc. will have to be arranged by the contracting agency.

11. The course duration against each module has been mentioned. However, due to Gazetted Holidays or any other reasons if above period gets reduced even then the concerned firm will cover the entire syllabus during the remaining working days or by extending the training classes on each day or by engaging the classes on holidays.

12. (a) The participants in training courses will come as per predetermined schedule from all the corners of the State. Once contract is awarded to the contracting agency, it has to be executed in accordance with the predetermined schedule programme. In the event of ill health or otherwise of any instructors, replacement will have to be provided instantly on the same day, in event of failure to perform, penalty will be imposed which may be maximum up to 10% of the whole contractual amount. In case of delay in starting the course on the scheduled date a penalty of Rs. 1000/- per day will imposed.

(b) In absence of any training staff in any session, penalty shall be charged as under:

➤ Lecture : Rs. 300/- per day  
➤ Demonstrator : Rs. 200/- per day

(a) Punctuality of time is a must. In case training in not started at schedule's time then a penalty of Rs. 100/- for each delay of half an hour may be additionally imposes over & above other penalties.

13. There may be some changes in the timing of training courses as well as no. of courses to be organized during the year but payment shall be based on actual no. of courses held during the year and as per item rates approved by the Institute. The Institute shall also have right to cancel any training course if it is so decided but no payment for compensation shall be payable for cancellation of course. The Director General will also have right to revise or modify the syllabus of the modules as and when decided.

14. A copy of syllabus is also enclosed for guidance. However, the training has to be given covering all the important features of the software. The syllabus prescribed therefore does not restraint in any way the scope of the training.

15. Rates quoted should be inclusive of all taxes, octroi etc. irrespective of the fact whether it is imposed at a later date or not.

16. Analysis of rates for preparation of comparative statement will be done for twenty participants at a time, However, actual no. of trainees per course may be less than 20, for which no compensation will be given to the bidder.

17. Bidder shall quote the rates per training course irrespective to the no. of trainees attending the course. However, cost of book will be paid to him as per actual no. of trainees attending the course.


18. Conditional tenders are liable to be rejected without assigning any reason.

19. Tenders without Earnest Money will not be accepted.

20. Right to accept or reject the whole tender or part thereof is reserved with the Director General I.M.T.I., Kota.

- 4.1. Legal jurisdiction for any dispute will be limited to Kota city only.
22. The application / demonstration of each software on multimedia or otherwise will have to be made available during the training, by the bidder at his risk & cost keeping in view the position of copyright act. No extra charges will be paid for arrangement of software and their use in training.
23. With in 10 days from the date of issue of work, the bidder should attend the Institute along with Rs. 500/- non judicial stamp paper for executing the proper agreement failing which the earnest money will be forfeited.
24. 5% performance guarantee of total amount of work order will be deposited by DD / NSC in favor of Chief Engineer & Director General I.M.T.I., Kola.
25. At the time of submission of bid, bidder shall provide a certificate about their recognition from competent authority / organization such as State. Central Govt. University and or DOEACC, Bidder must have its / his own training center having maximum 10 computers connected with LAN. Bidder must have minimum 2 years experience of conducting of computer training courses. Bids without such certificate / information are likely to be ignored or rejected and shall be verified before issue of work order to successful bidder, However, the Director of the Institute in specific circumstances has powers to relax this condition.
26. Payment of books will be made as per actual participants.
27. Medium of instruction of imparting training and literature to be provided may be either in English or in Hindi based on the necessity of the trainees.
28. Firm should have income tax PAN number.
29. Firm should have registered District Industrial Center (DIC).
30. Before issuing work order the committee constituted by the Institute shall inspect the facilities, faculties of the Institute of the bidder.

(Signature of the Tenderer)

  
Dy. Director & TA to Director  
I.M.T.I., Kota