

Date:- 01.07.22

Tender Notice

Sub: Open tender for "3- Days in-house Training Programme for ITI Trainers and Training Supervisor (Batch size of 15 Participants)" under STRIVE Scheme.

Competitive offers in sealed envelope are hereby invited for the following In-House Training Programme as per the scope attached at Annexure- "A": -

Sr. No.	Name of Training Programme	Rate per Batch including GST etc.
1	"3- Days in-house Training Programme for ITI Trainers and Training Supervisor (A Batch of 15 Participants) for improving Teaching Skills" as per the programme details attached at Annexure- "A"	


The offered price should be inclusive of GST etc. at IMC Society of ITI, Sadhaura.


Terms & Conditions:-

1. The Training Provider should be a consultancy firm with valid registration No., PAN No., GST No. etc. and proofs are required to be attached with the offer.
2. The Training Provider firm should have an experience to impart such type of trainings in the ITI/ Polytechnic/ Engineering College/Industry during last 1 year and proofs are required to be attached with the offer.
3. IMC Society of ITI Sadhaura reserves the rights to accept or reject any or all the offers without assigning any reason thereof, whatsoever. No claim will be entertained in this regard.
4. All the eligible firms will send their offer with requisite documents on or before 15.07.2022 by-hand or by-post in the sealed envelope and to be addressed in the name of Principal-cum-Member Secy. of IMC Society of ITI, Sadhaura-133204, Distt. Yamuna Nagar.
5. The received quotations shall be opened in the presence of institute purchase committee in the O/o Principal-cum-Member Secy., of IMC Society of ITI, Sadhaura on any working day after closing date.


IMC Clerk


G.I.


J.O/Supdt.


Principal-cum-Member Secy.
IMC Society of ITI, Sadhaura

Issued through the Institute Notice Board/Institute Website.

Sub:- 3- Days in-house Training Programme for ITI Trainers and Training Supervisor (A Batch of 15 Participants) for improving Teaching Skills.

Scope of Training Programme

Topics to be covered	Training Timings	Post Training Benefits
Best Leadership Skill	10:00 AM to 04:30 PM (lunch break of 30 min.)	Improves managerial skills and abilities
Creativity in Decision Making & Problem solving		Problem solving ability increases and feels accomplishment. Also increases confidence and enthusiasm
Time Management cum Self-Management		Makes individual punctual and disciplined Time plan is useful to achieve goals and objectives in defined span
5S Principles		Less Waste (Improved Efficiency). Reduced Space Used for Storage. Improved Maintenance. Improved Safety. Better, More Committed Employees
Kaizen- P.D.C.A		It enhances continuous improvement of people and processes. PDCA is a method of eliminating waste and maximizing efficiency
5T Principles (Visualization Management)		Quick and easy way to understand information. It helps to prevent mistake and improves safety. Also reduces miscommunication
Zero Accidents, Zero Injuries at Workplace -General Safety Awareness		Improved health and safety performance Reduced cost associated with accidents and incidents Improved staff relations and morale
Standardize Problem Solving & Analysis methodologies along with CAPA / CAR example Case study Practice		Case study is a good way to educate someone for typical concept. They represent the view of your customers and clients in a very easy manner.
Live Interaction with Industrial experts to know Industrial Needs & Expectations in advance from ITI Workforces & Center through VC platform		Live interactions reduce or eliminates the gaps between actual types of demands from the industry levels and present situations or conditions of the institute educational systems. It helps Institutes to enhance their educational platforms to accomplish industry requirements
S.M.A.R.T. Goals & Visionary Attitude		Goals must be Specific, measurable, achievable, realistic and time bound. Unless your attitude towards this particular goal is serious and you care about the final result, then you're unlikely to stick with it.
Work Efficiency Barriers - Major Human Errors		Human errors can cost money, create a loss of time, and interrupt workplace productivity. Few of them are disregarding safety rules, workplace mismanagement, speedy work, fatigue and stress, poor training of work instructions
About Effectiveness & Efficiency Skills		Efficiency is doing particular task in optimized way. Effectiveness helps to do the things right. It improves the yield of the process or activity.

TERMS & CONDITIONS:-

- (1) The batch size of Participants shall be 15.
- (2) Training Mode: Direct in the ITI (Offline).
- (3) The Training Hall with Projector will be provided by the Institute for the above training.
- (4) The Boarding and lodging arrangement shall be on the risk and cost of concerned training provider.
- (5) The Training Provider should be a certified trainer in the related topics.
- (6) The Training Provider shall offer the lumpsum price with applicable GST on the letter head for the above required on-site activity base training programme with mentioned batch size and bill shall be raised by the firm in favor of IMC Society of ITI, Sadhaura.