

To

The Concerned Firms through
Notice Board/ Website of the institute (<http://govtitisadhaura.com>)

Memo No. 4021

Dated: 13/01/2023.

Sub: Invitation of quotation for Guest Lecture by Motivational Professional for the Trainees of Govt. ITI, Sadhaura.


In this regard, you are requested to submit your most competitive quotation for the following guest lecture for the trainees of Govt. ITI, Sadhaura:-

Sr. No.	Topic of Guest Lecture	Rate per Trainee per day including GST etc.
1	<p>Guest Lecture by Motivational Professional for ITI Trainees (A Batch of 50 trainees) per day with timings of 10:00 AM to 04:00 PM with lunch break of half an hour for improving their communication skills by covering following topics :-</p> <ol style="list-style-type: none">1. Communication Skills/ Soft Skills/ Interview Skills2. Leadership Skills3. Decision Making & Problem solving4. Time Management and Self-Management5. Presentation Skills/ Behavior Skills and CV Writing6. Best Practices in Industries like Kaizen, 5S, Quality Management System, Safety standards, Zero accident etc.	

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. The guest faculty should be well qualified and quite competent to cover/deliver above topics of motivational lecture. All boarding/loading charges of the guest faculty shall be borne by concerned firm.
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. All the eligible firms will send their offer with requisite documents upto 20.01.2023 (by-hand or by-post) from the date of issue of this notice in the sealed envelope and to be addressed in the name of Principal, Govt. ITI, Sadhaura-133204, Distt. Yamuna Nagar.
4. The received quotations shall be opened in the presence of institute purchase committee in the O/o Principal, Govt. ITI, Sadhaura on any working day after closing date.


PLA Branch Clerk


JAPO


Pur. G.I.


Suresh K.
S/O/S


Principal
Govt. ITI, Sadhaura