

Government of West Bengal
State Crime Records Bureau
Police Records Bhawan, Salt Lake, Kolkata - 91.
Phone No. 033 2337-1420

Memo No :-1402(9)/RPCTC/KOL/SCRB/WB.

Dated. 04/12/2018.

Quotation Notice for Computer Training in c/w AIPDM, 2018.

Sealed Quotations are invited by 10.12.2018 at 12.00 hrs. from reputed experienced resourceful Registered Computer Training Institutes for imparting training to the participants of West Bengal Police and Kolkata Police **at their respective Training Centre** in c/w the 62nd All India Police Duty Meet, 2018. The training is likely to be started from 2nd January 2019 in 01 (single) phase and number of participants will be 1 (one) for Event-1 & 2 (Two) for Event -II.

The proforma for submitting quotations is given below:-

Sl No	Indicative Subject of Training	Span of Training Hours	Duration of Training	Cost of Training per Trainee (inclusive of all taxes & levies)
1.	Event-I Office Automation-Practical test will be on MS Word, MS Excel & MS Power Point. Latest version of MS Office Suite will be used for conducting this test.	Minimum 04 to 05 hours in a day	21 working days	1+(Reserve)1 =2
2.	Event-II Crime and Criminal Tracking Network and system (CCTNS) Practical test using Core Application Software (CAS) shell be used for this test.	Minimum 04 to 05 hours in a day	21 working days	2+(Reserve) 2 =4

The number of trainees is tentative.

Terms & Condition

- The selected bidder will have to maintain all documentation related to this training & provide it to SCRB, WB on daily basis including trainee attendance.
- The selected bidder would have to ensure quality of training as per requirement of trainees.
- The selected bidder would have to conduct evaluation tests at regular intervals as directed by SCRB, WB. & provide feed-back on progress of trainees to SCRB, WB.
- SCRB, WB. reserves the right to cancel the training if it is found to be unsatisfactory & the selected bidder shall have no claim in this regard in such a situation.
- Trainees have to be provided internet access during training.
- Selected bidder will have to provide study materials to each trainee. Sample of study material to be submitted with Bid document.
- Student computer ratio has to be 1:1.
- A preliminary screening test has to be conducted by the selected bidder under supervision of SCRB.
- SCRB will monitor quality of training provided by selected bidder. If quality of training is found to be unsatisfactory, the work order will stand cancelled with no amount payable / due to successful bidder for training already conducted.
- Payment should be made as per applicable rules & regulations.

Interested Training Institutes should submit their quotation (Cost of Training) in a sealed envelope addressed to Director General of Police, State Crime Records Bureau, West Bengal. Araksha Bhawan,DJ-Block, Sec-II, Salt Lake City, Kolkata-700 091.

Willing Institutes must submit the following documents along with the quotation:-

- 1) Registration No. (With current validity).
- 2) Copy of PAN / IT Return.
- 3) Credentials of Training of similar nature done earlier.
- 4) C.V/ Bio-Data of Trainers who will impart training.
- 5) Any important training course conducted in last 03 years.

Attachment unnecessary papers with this quotation should be avoided

Further details can be obtained between 11.00 to 16.00 hrs on any working day from training section, S.C.R.B, WB. The quotation will be opened on 10/12/2018 at 14.00 hrs.

The undersigned reserves the right to accept / reject any bids without assigning any reason whatsoever.

Sd/-

FOR DG& IGP,
SCRB, WB.