

OFFICE OF THE DEAN, COLLEGE OF TECHNOLOGY
G.B. PANT UNIVERSITY OF AGRI. & TECH. PANTNAGAR (U.S. NAGAR)
UTTRAKHAND

Sub: Invitation for sealed quotations for the Conducting training on Communication skill Development and English language

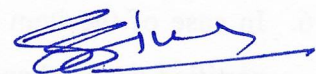
Dear Sir / Madam

We are interested to conduct a training programme on **Communication skill development and English language** as annexure-A. Please send your quotations in SEALED COVERS so as to reach this office on before **25.03.2023**
While submitting quotations please note that:-

1. Rates quoted should be for online training mode. The rates include delivery on software and key or serial with life time validity. The rate of sales Tax (Central and Provincial etc.) should be clearly indicated.
2. Please quote your GST number & Income Tax no. also on your quotation
3. The rates quoted should be valid for 90 days from the date of opening of quotations.
4. Correction if any shall be made by crossing out, initialing, dating and rewriting.
5. On demand one sample or demonstration of each quoted item may please be sent to judge the quality of material / training along with quotation. The sample should invariably be received in this office before due date.
6. In case of the item being on D. G. S. & D & GeM Rate contract; please enclose a certified /attested copies of valid Rate contract.
7. Each quotations should be submitted in sealed cover duly super-scribed, "**Quotation for the training on Communication skill and English language**" your no..... dated..... due (date).....with the name & address of the firm on it.
8. The quotations shall be received only through Dak /Courier to Chairman SC/ST Committee, Office of the Dean, College of Technology, GB Pant University of Ag & Tech. Pantnagar, Uttarakhand, PIN 263145. The quotations received shall be opened on the next working day after the expiry of due date.
9. The quotation as received shall be evaluated as per existing guide line by the duly constituted committee.

10. The right to acceptance of the quotation will rest with the undersigned who does not bind itself to accept the lowest quotation and reserves the right itself to reject or partially accept any or all the quotations received without assigning any reason.
11. In case of supply order being place on you:
“As time is the essence of this order, the date of delivery as specified in the purchase order/ work order should be strictly adhered to otherwise undersigned reserves the right not to accept delivery in part or full”.
12. In case of any dispute the matter shall be referred to the Vice-Chancellor of this University being sole arbitrator whose decision shall be final & binding to both the parties.
13. Please send full details of your modules / terms and conditions / previous trainings and feedback certificates etc.
14. Price should be quoted per candidates for approximately batch of 60 candidates, indicating training price, tax, other charges, discount, and net quoted price.
15. 40% Payment may be made by after delivering the login and passwords and coverage half of the modules (depends upon approval of higher authority). Rest 60% after successful completion of all modules.
16. The quotations are liable to cancelled, if any of the above conditions are not complied with

Yours Faithfully



Signature & Seal of Purchaser

Designation: Profener & chairman,

Department: SC/ST Committee, COT

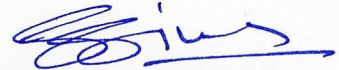
“Please carefully go through this document and ensure compliance. The non-compliance of any on condition may maker offer invalid”

Annexure A

Communication skill and English language training

S. No.	Terms & Condition	
1.	Specialization	English communication skill development
2.	Mode of training	Online mode(one to one mentoring with life time access of software)
3.	Validity of Software	Life time access with updates
4.	No. of users	60 (Approx)
5.	Duration of Training	45 Days to 60 days
6.	Training main focus and specialization	Speaking and effective writing in English, communication skill, personality development, self-confidence building, resume writing, official letter writing, professional writing, interviewing skills etc.

Yours Faithfully



Signature & Seal of Purchaser

Designation: *Professor & chairman*

Department: *SCST Committee, COJ*