

**Public Health Engineering Department,**  
**VishveshwaryaBhawan, Bailey Road, Patna-800015**

Ref: *BSWSM/VI-152*

Dated: *7/05/18*

**Short Term Tender Notice for Selection of an Agency for training of Employees**

Public Health Engineering Department invites quotation for selection of agency for providing One day training(8 hours duration) of around 30-40 employees on General IT, Web and Computer Training. Interested bidders(s) may participate in the bidding process by sending his Quotation in a Single big size envelope containing all relevant documents including price bid duly sealed and super scribed as "Quotation for training of employees" addressed to The Engineer-in- Chief-cum-member Secretary, BSWSM, Public Health Engineering department, Bihar, Patna- 800015. The sealed quotation should reach the office on or before **15.5.18 by 3.00 PM** through hand to hand only. The quotation shall be opened on the same day i.e. **15.5.18 at 3.30 PM** by the competent officer of PHED. For detail, kindly visit departmental website: *phed.bih.nic.in*.

<u>Sl. No.</u>	<u>Course Content to be covered in training</u>	<u>Users</u>	<u>Training Duration</u>
1.	Introduction to Web, Computer and learning to use the internet and download from internet. Understanding the advanced functions of a computer and its need in today's world.	Approx. of 40 Persons	One day( 8 hours)
2.	Understanding the usage of MS-Office. How to use MS word for documentation, office letter, filling etc		
3.	Data Backup and soft file arrangement & shortage. Safe usage of Pen drive/ Hard drive /CDs etc.		
4.	Learning intermediate computer applications, spreadsheet and presentations. Managing emails, images, data and social media.		
5	How to operate photocopier/scanner/printers etc		

**Terms and Condition:**

- Rate quoted must include per user training cost with training material, lunch, snacks, tea/coffee and certificate.
- Agency must be registered with GST, Income Tax (PAN/TAN) authorities with valid Certification.
- The Agency should have experience of providing training in Govt. Depts./ Organizations.
- The Agency must not have been blacklisted with any of the Central Government Department and any State Department / PSU on account of corrupt or fraudulent practices.

*Schishra*  
*7.5.18*

Engineer In chief-Cum-Member Secretary  
Bihar State Water & Sanitation Mission,  
PHED, Bihar