



**File No.18-ITPO(2)/E-I/2016**  
**India Trade Promotion Organisation**  
**Pragati Bhawan, Pragati Maidan, New Delhi.**  
**(A Government of India Enterprises)**

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FROM THE AGENCIES ARE  
IN THE FIELD OF CONDUCTING TRAININGS.**

**India Trade Promotion Organisation** is planning to avail the services of reputed and well established training agencies (Government Departments/Public Sector Companies/Private sector Companies) to conduct training to its employees on the following subjects.

(i)	Behavioural Training in one Batch of 29 officials	5 days
(ii)	Day to Day office work, Stress Management and Team work in one batch of 29 officials	5 days

2. The Agency must have an office operational in Delhi/NCR.
3. The Agency must have a pool of experts and must have expertise for conducting trainings.
4. The Agency has to submit its management structure, turnover and credentials in this field.
5. Agencies should not be under a declaration of ineligibility for corrupt and fraudulent practise issued by Government of India/State Government. A self-declaration certificate to that effect should be submitted alongwith the proposal.

**6. SCOPE OF WORK**

- (i) In-house training to 29 officials on the subjects mentioned above in ITPO's Conference Room,  
Pragati Bhawan, Pragati Maidan, New Delhi.
- (ii) Kit containing like Writing Pad, Pen, Pencils etc. are to be arranged by the agency. Agency will issue training certificate to the employees attended the training.
- (iii) ITPO will provide LCD, Projector, net connection, Tea/Biscuits/Water – twice (Morning & Evening).

The interested agencies may submit their expression of interest alongwith supporting documents to "Deputy General Manager (Administration), India Trade Promotion Organisation,

Pragati Bhawan, Pragati Maidan, New Delhi -110001 by June 30, 2016 by 3.00 p.m. and the Bids will be opened on the same day at 4.00 p.m. in the presence representatives of the company.

**NOTE:** The above is intended only for initial survey of companies/agencies in the above filed and submission of Expression of Interest (EoI) shall not entitle them for empanelment/award of work by India Trade Promotion Organisation.

**Deputy General Manager**  
**(Administration)**  
**India Trade Promotion**  
**Organisation**