



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 5 days training programme to its employees on the following subjects.

(i)	Behavioural Training in one Batch of 12 officials	5 days
(ii)	Day to Day office work, Stress Management and Team work in one batch of 12 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 having 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 along with the proposal.
6. The agency most have three years experience in the respective field.

7. SCOPE OF WORK

- (i) In-house training to 12 officials on the subjects mentioned above in ITPO's Conference Room, Hall No.8 (Upper), Pragati Maidan, New Delhi.
- (ii) Training kits are to be arranged by the agency. Agency will issue training certificate to the employees attended after completion of programme.
- (iii) ITPO will provide LCD, Projector, net connection, Tea/Biscuits/Water – twice (Morning & Evening).

The interested agencies may submit their expression of interest by giving their rates on letter head with GST Number of their organisation with supporting documents to "Officer on Special Duty (Administration), India Trade Promotion Organisation, ITPO Office, Pragati Maidan, New Delhi - 110001 by **17/05/2021 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.

GST Number of ITPO is : 07AAAT12955C1ZX
PAN Number of ITPO is : AAAT12955C
CIN Number of ITPO is : U74899DL1976NPL008453

Officer on Special Duty (Administration)
India Trade Promotion Organisation
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New Delhi - 110001