

**Daman & Diu e-Governance Society
Department of (IT), Collectorate, Dholar,
Moti Daman, Daman-396220
Ph:(0260)2230003**

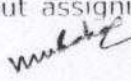
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Date:07/09/2011

TENDER NOTICE

The Member Secretary (Daman & Diu e-Governance Society), Daman invites, on behalf of the DDeGS, the sealed offers for providing training on Certificate on Computer Concept (CCC) from the reputed Institutes /Organizations /agencies to approx 300 employees of UT Administration as following terms and conditions.

1. The fees must be inclusive of CCC certificate from DOEACC or any other Government agencies/institutes/societies, all taxes.
2. The training including the hands-on will be at Daman. The Training center is to be arranged by Agency.
3. No advance payment will be made.
4. The institute/societies/agencies must have at least 25 computers with other related infrastructure like printer/scanner/internet connectivity/required software and tools etc for hands on training.
5. Course duration will be 40 hours/ 5days
6. Training Schedule : 25 employees per batch
7. Course details
 - Introduction to computer
 - Introduction to Windows
 - Basic DOS commands
 - Elements of word processing
 - Spread Sheet
 - Computer Communication and Internet
 - WWW and Web browsers
 - Email (Web based and Client based)
 - Making small presentations using PowerPoint.
8. The courseware in hardcopy to be provided.
9. The number of trainees may be increased or decreased at the discretion of undersigned.
10. Earnest Money Deposit of Rs. 15,000/- in terms of Demand Draft or Bank Deposit Receipt of any Nationalized Bank issued in favor of The Director (IT), Daman & Diu e-Governance Society, Daman should be attached with the offer.
11. The rate should be quoted for person and will be valid up-to 31/03/2012.
12. The offer should be sent in sealed cover through RPAD so as to reach this officer on or before 21/09/2011 at 15.00 Hrs. and same will be opened on 21/09/2011 at 16.00 Hrs if possible.
13. The Tender Notice is also available on website daman.nic.in
14. Right to accept or reject any or all the tender without assigning any reason thereof is reserved by the undersigned.


**Director (IT) /
Member Secretary(Daman& Diu
e-Governance Society)**

To,
All Head of offices Daman,
The DIO, NIC for publication on official website.