

To

As per List Attached

Sub: **Sealed quotations for providing "Project Management Training" – Reg.**

Sealed quotations are invited from reputed training institutes for providing training on **"Project Management"** for the middle level officers as per the details given below:

Duration : 4 Days (32 Hrs)
No. Of trainees : 6 Officials of National Crime Records Bureau
Batches : Two batches (3 in each batch) at different period

The Training Program should cover all the process groups of Project Management in details along with all the Project Management Knowledge Areas

- a) Project Integration Management
- b) Project Scope Management
- c) Project Time Management
- d) Project Cost Management
- e) Project Quality Management
- f) Project Human Resource Management
- g) Project Communications Management
- h) Project Risk Management
- i) Project Procurement Management

NCRB officials have to manage and implement Software Application therefore training should be more specific to IT Application Development.

The rates quoted should clearly indicate the cost per person and the applicable taxes separately.

The other terms and conditions are as follows:

1. The quotations should be addressed to the Assistant Director(CCTNS), National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi – 110 066.
2. The quotation should reach National Crime Records Bureau on or before 5.00 PM of 13/04/2012.
3. Tender Details are also available on National Crime Records Bureau website <http://ncrb.nic.in>
4. Training programs schedule along with the detailed course contents should be mentioned in the quotation.
5. Quotation must be super scribed as **"Limited Tender Quotation for Project Management Training"** clearly on the envelope.
6. Quotations received after due date will not be entertained.
7. Director General, NCRB, reserves the right to accept or reject any or all of the quotations without assigning any reason.

(KAMINI SHAW)
Assistant Director(CCTNS)