



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

Request For Quotation (RFQ)

No.MITS.6/2008/241

Dated: 05th September 2014

The Meghalaya Information Technology Society (MITS), a society under Information Technology Department (IT), Government of Meghalaya (GoM), invites quotes from Firms/Organizations/Institutes accredited to APMG International, for conducting PRINCE2 Foundation and Practitioner Trainings at Information Technology Department, Shillong.

PART A: Schedule of Events

Sr no.	Event	Timeline
1	Availability of RFQ Document at IT Department web-site	5-Sep-2014 to 12-Sep-2014 upto 3:00pm
2	Last Date & Time of Submission of RFQ response & documents	12-Sep-2014 upto 3:00pm
3	Submission of Quotes	By Post to: Nodal Officer, Meghalaya Information Technology Society (MITS), Information Technology Department, NIC Building, Secretariat Hills, Shillong-793001, Meghalaya.
4	Opening of Quotes	On 12-Sep-2014 at 3:30pm. The quotes will be opened in presence of the Nodal officer, MITS, IT Department, Govt of Meghalaya.
5	Tentative date of Finalization of Firm/ Organization /Institute by MITS	15-Sep-2014
6	Issuance of Purchase Order (PO) by MITS to selected Firm/ Organization /Institute	To be finalized
7	Providing final names of participants by MITS to selected Firm/ Organization /Institute	At least 1 week before commencement of the training

The RFQ document can be downloaded from website : <http://www.ditmeghalaya.gov.in>

Member Secretary,
Meghalaya Information Technology Society (MITS)
Information Technology Department
Government of Meghalaya

Request for Quotation for PRINCE2 Foundation & Practitioner Training

PART-B: Details

1. Scope of services

1.1 The Training is required to be conducted by the selected Firm/ Organization /Institute as per following details:

1	Tentative Training schedule	14-Oct-2014 to 15-Oct-2014 (PRINCE2 Foundation) 16-Oct-2014 to 17-Oct-2014 (PRINCE2 Practitioner)
2	Tentative number of participants for each Batch	25 participants in each batch (Foundation & Practitioner)
3	Training Duration in Hrs per day (excluding exam durations)	Minimum 8 hrs
4	Indicative Timings for training (excluding exam durations)	1 st session: 9am to 1pm, Lunch: 1pm-2pm, 2 nd session: 2pm to 6pm

1.2 The Training hall would be arranged by MITS and the trainings would be conducted at the Training Hall of Information Technology Department, Secretariat Hills, Shillong-793001, Meghalaya. The same venue would be used for the conduct of the Prince2 Foundation and Practitioner exams.

1.3 The refreshments (including food, tea, snacks etc), and training equipments viz. projector, white-board, markers, flip-charts, etc would be provided by MITS.

2. Quote by interested Firm / Organization /Institute

The quote and details to be provided by prospective Firm/ Organization /Institute should be as per details / format given in this RFQ.

2.1 The quote should be sent in a sealed envelope containing all documents and details as per this RFQ, and should be clearly marked as below:

“Response to RFQ for PRINCE2 Trainings for MITS, IT Department, Govt. of Meghalaya, RFQ No : _____, Dated _____.”

DO NOT OPEN BEFORE 12-Sep-2014 3.30 pm”

