



**DR PANJABRAO DESHMUKH KRISHI VIDYAPEETH AKOLA
VASANTRAO NAIK COLLEGE OF AGRICULTURE BIOTECHNOLOGY
WAGHAPUR ROAD, YAVATMAL (MAHARASHTRA) PIN: 445 001**

Dr. R.M. Gade
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No. VNCAB/YTL / ICAR-PD/ 734 /of 2019
Date : 31/08/2019

Quotation/Rate Inviting Letter/Notice

To,

M/s. _____

Subject: Quotation /rate inviting letter for organizing personality development workshop for 2 days at VNCAB, Yavatmal...

Sir,

It is requested to give your quotation for organizing personality development workshop the contents of the workshop are specified below so as to reach this office by 7 /09/2019 up to 15: 00 hours.

1. Number of students participating 110
2. Evaluation of students should be undertaken after completion of workshop
3. Agenda of programme should be enclosed.
4. No. of experts along with qualification should be mentioned.
5. **Points to be covered in workshop**

a.	How to deal with People
	How to Become All-rounder
	How to Handle Difficult people
	How to Influence People
b.	Smart Techniques
	Smart Study
	Smart Goal
	Smart Memory
	Difference of Hard and smart work
c.	Competition Exam
	Preparation of Exam
	Techniques/ Methods
	Question and Answer session
	Memory Techniques
d.	Fear of Stage
	Public Speaking
	Best Orator
	Anchor
	Presenter
e.	Aspects of Personality

	Professional
	Mental
	Spiritual
	Physical
f.	Success Mantra
	Power of Negative Thinking
	No one to Some one
	I M Possible
	Stress Free Life

6. Teaching kit for the participants should be provided by organizer which may include
- Zip folder file good quality
 - Books material on personality development
 - Letter pad pen.

Note. Required facilities with Audiovisuals are available at this institute.

No TA DA will be borne by this college.

Documents regarding conduct of personality development programme be enclosed. Preference will be given to the organization having experience of conducting this programmes in reputed institute all over India.

While quoting the prices, the instructions may please be noted carefully.

Term & Conditions:

- The quotation should be sent in sealed envelope.
- On the envelope following matter should be clearly mentioned in block capital letters: **Quotation /rate inviting letter for organizing personality development workshop for 2 days at VNCAB, Yavatmal... ENQUIRY LETTER No. VNCAB/YTL/ ICAR-PD/ 734 /of 2019 Date-31/8/2019.**
- Prices or rates should be "All inclusive" (i.e. inclusive of all taxes and expenses).
- The VAT/GST or Professional tax no. must be mentioned on quotation. Without that your quotations will not be considered.
- The payment of bill can only be made after satisfactory compliance of complete order, and conditions such as full or partial payment in advance or against are not acceptable.
- Quotation received after due date will not be considered.
- Conditional quotations are liable to be rejected.
- The undersigned reserves full right to reject any or all the quotations without assigning any reason thereof.
- The received sealed envelope/s will be opened on **7 Sept, 2019 at 16.00 hrs.** in the chamber of Associate Dean, Vasantrao Naik College of Agril. Bio-Technology, (Dr.PDKV), Waghapur Road, Yavatmal-445001 before you or your representative and other staff member. However presence of you or your representative is not binding for us to open the envelope. Please note the same.



Associate Dean,

V.N. College of Agricultural Biotechnology,
Yavatmal

Copy to:

Officer In-charge, ARIS Cell, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola to display on University Website for wide publicity.