

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Amrita Devi Society for Forestry and Wildlife Training, Jaipur

Expression of Interest (EOI)

EOI No.: _____

Date: _____

Subject

Expression of Interest (EOI) is invited from interested organizations for organizing Training Programmes, Workshops, Conferences, Seminars, Symposiums and Capacity Building Programmes by utilizing the training infrastructure and facilities available at Rajasthan Forestry and Wildlife Training Institute (RFWTI), Jaipur, through the Amrita Devi Society for Forestry and Wildlife Training.

Background

The Amrita Devi Society for Forestry and Wildlife Training Jaipur organizes Training programmes, workshops, conferences, seminars, symposiums, and capacity-building programmes at the Rajasthan Forestry and Wildlife Training Institute (RFWTI), Jaipur on payment of the prescribed charges and subject to the terms and conditions specified by the Society for Government Departments, Public Sector Undertakings, Autonomous Bodies, Universities, Educational Institutions, Research Organizations, Non-Governmental Organizations (NGOs), Corporate Organizations, and other reputed institutions.

Eligible Organizations

The following organizations are eligible to submit their Expression of Interest:

1. Departments Under Government of India.
2. Departments Under Government of Rajasthan.
3. Public Sector Undertakings (PSUs).
4. Autonomous Bodies.
5. Universities and Colleges.
6. Educational and Research Institutions.
7. Non-Governmental Organizations (NGOs).
8. Corporate Organizations (under CSR or other approved initiatives).

Available Facilities

The following facilities shall be provided under the prescribed package:

- Conference Hall / Seminar Hall
- High Tea during the Inaugural Session & Valedictory Session/ Working Lunch
- Residential accommodation (where applicable), Dinner and Breakfast
- Writing Material/ Folder/ Certificate/ Signage/ Photography/ Stage/Dais Decoration

Fee Structure

The participation fee shall be charged on a **per participant** basis as follows:

Type of Programme	Fee per Participant
Half-Day Workshop/Conference	₹750/- (minimum 30 persons)
Full-Day Workshop/Conference	₹1,000/-(minimum 30 persons)
One-Day Residential Training Programme/Workshop	₹1,500/-(minimum 30 persons)

Notes

1. **An additional 20% Administrative Charge** shall be levied over and above the above-mentioned programme fee.
2. Charges for any facilities or services requested in addition to the prescribed package shall be payable separately.
3. Residential accommodation shall be provided subject to availability.
4. The check-in and check-out time shall be **08:00 AM to 08:00 AM of the following day.**

General Terms & Conditions

1. Acceptance of any programme shall be subject to the availability of the Institute's infrastructure, facilities, and administrative convenience.
2. The prescribed programme fee and all other applicable charges shall be deposited in **advance** before commencement of the programme.
3. Any loss of or damage to the Institute's property, equipment, infrastructure, or other assets caused during the programme shall be made good by the concerned organization.
4. The **Amrita Devi Society for Forestry and Wildlife Training/Rajasthan Forestry and Wildlife Training Institute (RFWTI), Jaipur** reserves the absolute right to accept or reject any Expression of Interest (EOI), wholly or partly, without assigning any reason.
5. The decision of the **Amrita Devi Society/RFWTI, Jaipur** regarding acceptance, scheduling, and conduct of the programme shall be final and binding on all applicant organization

Submission of Application

Interested organizations shall submit their applications in the prescribed format (Annexure-I) addressed to:

The DCF Training,
Rajasthan Forestry and Wildlife Training Institute (RFWTI)
Jaipur, Rajasthan

APPLICATION FORM

Application for Organizing Training Programme / Workshop / Conference / Seminar / Capacity Building Programme at RFWTI, Jaipur

1. Name of the Organization:

2. Complete Postal Address of the Organization:

3. Name and Designation of the Authorized Contact Person:

4. Mobile Number:

5. E-mail Address:

6. Title of the Proposed Training Programme / Workshop / Conference / Seminar:

7. Objectives of the Programme:

8. Proposed Date(s):

9. Duration of the Programme:

10. Expected Number of Participants:

11 Nature of the Programme :

- ☐ Residential
☐ Non-Residential

12. Details of Facilities Required:
(As per Annexure-II)

13. Any Special Requirements (if any):

Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We further undertake to abide by all the terms and conditions prescribed by the **Amrita Devi Society for Forestry and Wildlife Training / Rajasthan Forestry and Wildlife Training Institute (RFWTI), Jaipur** for organizing the proposed programme.

Date: _____	Name: _____
Place: _____	Designation: _____
Signature of the Authorized Signatory	Organization Seal: _____

ANNEXURE – II

Facility Checklist for Training Programmes / Workshops / Conferences

Package-wise Facilities

S. No.	Facility	Half-Day Workshop / Conference (₹750/-)	Full-Day Workshop / Conference (₹1,000/-)	One-Day Residential Training / Workshop (₹1,500/-)
1	Main Conference Hall	✓	✓	✓
2	Main Seminar Hall	✓	✓	✓
3	Participant Seating Arrangement	✓	✓	✓
4	High Tea (Inaugural Session)	✓	✓	✓
5	High Tea (Valedictory Session)	X	✓	✓
6	Lunch	✓	✓	✓
7	Dinner	X	X	✓
8	Breakfast	X	X	✓
9	Writing Pad and Pen	✓	X	X
10	Training Folder (Hard Board Folder with Writing Pad & Pen)	X	✓	✓
11	Certificate of Participation (with Cover)	✓	✓	✓
12	Digital Banner / Digital Display	✓	✓	✓
13	Photography	✓	✓	✓
14	Stage / Dais Decoration	X	✓	✓