

Address :- New Delhi

Contact :- 8882880965



## STP COMPUTER EDUCATION

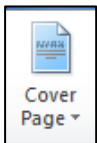
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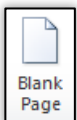
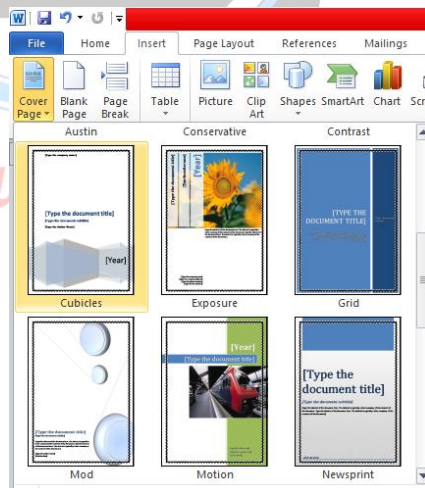
SUBJECT :- MICROSOFT OFFICE

### Chapter 3

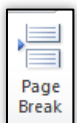
## Microsoft Word (Insert Table)



**Cover page** → Insert a fully formatted Cover page for your document.

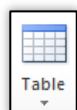


**Blank Page** → Insert a blank page in your document.

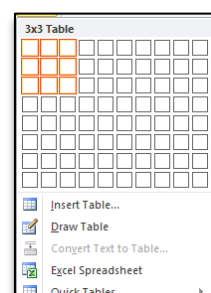


**Page Break** → Start the next page at the current position.

**Short key** → Ctrl + Enter



**Table** → Draw a table into the document.


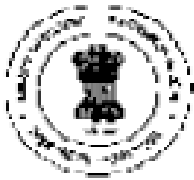


The total no of **column** in table is → 63.

The total no. of **rows** in table is → 32767.

**Table tasks :-**

**Task 1**

	<b>NATIONAL SCHOOL OF DRAMA</b> (An autonomous Institution under Ministry of Culture, Govt. of India) <b>NEW DELHI</b>	
<b>TENDER NOTICE</b>		
<p>National School of Drama, Bahawalpur House Bhagwandas Road New Delhi 110001 invites sealed tenders for Hiring of following items/services from the reputed Agencies for Theatre Olympics to be held from 7<sup>th</sup> to 16<sup>th</sup> March, 2018 and other events in <b>Agartala</b> The Tender is valid for the period of one year from January, 2018 to 31<sup>st</sup> December, 2018. The Tender Document may be downloaded from our website: <a href="http://www.nsd.gov.in">www.nsd.gov.in</a>.</p>		
<b>ITEM/Services</b>	<b>Last date/time of submission of Tender form</b>	<b>Date/time of opening technical bids</b>
Hiring Cars & Buses	22.01.2018 3:00 PM	22.01.2018 4:00 PM
Flex Printing	22.01.2018 3:00 PM	22.01.2018 4:00 PM
<p>Interested Agencies may submit their sealed tenders in two bid systems, i.e Technical Bid and Financial Bid as per Terms and Conditions of the Tender documents. The filled-in Tender form of each item with Tender fee of Rs. 200/- &amp; Earnest Money of Rs. 10000/- both by Demand Draft in favour of Director, National School of Drama, New Delhi should reach to the Office of NSD up to the above date clearly super scribed "Tender for.....".</p>		
		<b>Registrar</b> <b>National School of Drama</b>

## Task 2

# Nadigar Sangam Charitable Trust

No.21, G1, Nandha Apartments, Habibullah Road, T.Nagar, Chennai - 600017.

## TENDER NOTICE

Nadigar Sangam Charitable Trust invites sealed tenders on item rate basis from reputed contractors towards Civil, Electrical & Plumbing - Labour Works at No.153/16, Habibullah Road, T-Nagar, Chennai-600017.

S.No	For Work / Tender Under	Cost of Tender Document	Value of Tender	Earnest Money Deposit (EMD)	Tender Sale From / To	Tender Submission From / To	Technical Bids Opening at
1.	CVLOA - Civil	15,000/-	4,10,00,000/-	8,20,000/-	28/07/17 to 04/08/17 by 17:00 Hrs	05/08/17 to 11/08/17 by 17:00 Hrs	11/08/17 18:00 Hrs
2.	ELEOA - Electrical	5,000/-	33,75,000/-	67,500/-	28/07/17 to 04/08/17 by 17:00 Hrs	05/08/17 to 11/08/17 by 17:00 Hrs	11/08/17 18:00 Hrs
3.	PLMOA - Plumbing	5,000/-	12,61,000/-	25,220/-	28/07/17 to 04/08/17 by 17:00 Hrs	05/08/17 to 11/08/17 by 17:00 Hrs	11/08/17 18:00 Hrs

Tender documents are available against Payment thru DD in the address given below. DD in favour of Nadigar Sangam Charitable Trust, payable at Chennai. (The office functions between 10am & 5pm)

**Managing Trustee,**

**Nadigar Sangam Charitable Trust,**

No.21, G1, Nandha Apartments, Habibullah Road, T.Nagar, Chennai - 600017, Ph : 044 - 2834 2832.

## Task 3

## Computer Education



### THE ORIENTAL INSURANCE COMPANY LIMITED

( A Govt. of India Undertaking )

SCO 109-110-111, Surendra Building, Sector 17D, Chandigarh-160017, 0172-5078175, CIN : U66010DL1947GOI007158

The Oriental Insurance Co. Ltd. Invites online offers in two bid system from interested and eligible bidders for following tender-

Tender No	Tender Name
OICL/ROCHD/ITD/PC-AMC/2018/01	E-Tender for Procurement of IT Support Services (Annual Maintenance Contract & Facility Management Services) for our offices in states of Punjab, Chandigarh, HP & Haryana

The Tender forms may be obtained from IT dept. on the above mentioned address, on payment of tender cost - DD for Rs. 1000/- favouring "The Oriental Insurance Co. Ltd", payable at Chandigarh. The tender forms can also be downloaded from the website <https://orientalinsurance.org.in> . Tenders will be accepted through online mode only latest by 19.02.2018, 5PM.