



Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon • कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवची संलग्न

Government College of Engineering, Jalgaon

शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra • महाराष्ट्र सरकारची स्वायत्त संस्था

NAAC Accredited with grade B++ (2024-2029) • नेक द्वारा नामांकन ब++ (२०२४-२०२९)

NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA • राष्ट्रीय महामार्ग ५३, जळगांव, महाराष्ट्र, पिन ४२५ ००२ भारत

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Vision: Globally Accepted Engineers with Human Skills • Website: <https://www.gcoej.ac.in> • DTE Code: 5004



Ref. No.: GCOEJ/SoftSkill/Training/2025/ 298

Date:

7 FEB 2025

Quotation Invitation Letter

To,

Subject: Invitation for Quotation for Conducting Soft Skills, communication and Aptitude Training for Third-Year Engineering Students.

Dear Sir/Madam,

The Government College of Engineering, Jalgaon, invites quotations from reputed agencies for conducting offline Soft Skills, communication and Aptitude training for third-year engineering students. The training is organized for students from all branches of engineering, with an expected participation of approximately 300 students (maximum 60 students per batch).

Training Details:

1. **Number of Students:** Approximately 300 (maximum 60 students per batch).
2. **Duration:** 40 hours of training, to be completed within three months (for details of syllabus to be covered please refer Annexure I).
3. **Commencement Date:** Within 5 days after issuing work order (in month of Feb 2025)
4. **Objective:** To enhance students' communication, interpersonal, and aptitude skills to improve their employability.
5. **Scope / Syllabus of training :** As attached (Annexure 1)

Terms and Conditions:

1. The rates shall be quoted on letter head of the concerned agency duly signed AND stamped by competent authority in Annexure 2. Quotations which are not submitted in duly prescribed formats will be rejected. The quotation submission letter shall be addressed to Principal, Government College of Engineering, Jalgaon.
2. **If information sought along with the quotation is not submitted in prescribed formats your quotation will be rejected.**
3. For billing of Soft Skills, communication and Aptitude training rates quoted per student actually participating in training will be applicable.
4. **A security deposit of amount 5% of total amount of work order shall require to be deposited by the agency before starting of the training.**

5. Number of total students may vary after allotting work order as it depend on willingness of students in joining this training/course.
6. The agency must have prior experience of **minimum 4 years in conducting** similar training programs in engineering colleges or educational institutions. Corresponding proofs of experience must be submitted specifically mentioning duration of experience.
7. The teaching faculty/ trainer shall have a **minimum experience of 5 years and** shall have minimum required qualification. Corresponding proofs of experience faculty must be submitted whenever asked to submit.
8. It is compulsory to engage training as per given schedule.
9. Schedule of training shall be decided by mutual discussion between agency allotted the work order and Principal, Government College of Engineering, Jalgaon. Principal, Government College of Engineering, Jalgaon will have all rights to make changes in schedule as and when required.
10. The training must include a mix of theory and practical sessions.
11. Agency must have arrangements / software to conduct webcam enabled proctored test. Proof of the same shall be submitted along with the quotation.
12. If teaching quality of any faculty is not as per requirement / if students complaints about the teaching quality then the faculty shall be changed immediately.
13. Certificates of completion of training duly signed by institute representative and agency shall be given to each participant at the cost of agency.
14. Payment terms will be as per Government of Maharashtra norms and will be processed upon successful completion of the training. Bills with all necessary documents shall be submitted after completion of training course.
Schedule of payment of training fees will be as given in table 1 below.

Table 1

Sr. No.	Payment at number of months after starting training	% amount of total payable training fees
1	1 month (Minimum 30 % of syllabus must have been covered)	25%
2	2 month (Minimum 30 % of syllabus must have been covered)	25%
3	After successful completion of training	50%

15. The training should be conducted within the college premises. Paid accommodation facility to trainers / teaching faculty may be provided if available. Government College of Engineering, Jalgaon will not bear any expenses towards travel, accommodation or food expenses etc. for trainer and supporting staff.
16. The agency is responsible for providing all necessary training materials, including handouts and digital resources to all participating students. The Training material to be provided shall be decided with mutual discussion between concerned agency and Principal, Government College of Engineering, Jalgaon.
17. A maximum of 60 students per batch should be maintained to ensure effective training. Principal, Government College of Engineering, Jalgaon will have all rights to change number of students per batch.

18. The agency must submit a report on individual student performance, evaluation and participation every month and after the successful completion of the training (or whenever asked to submit).
19. The agency must maintain attendance record of students and GPS mapped photographs of training and submit it in hard copy. Principal, Government College of Engineering, Jalgaon will have all rights to terminate the contract / work order at any time due to unsatisfactory performance of teaching faculty / agency. Based on students feedback Principal, Government College of Engineering, Jalgaon (or his representative) will be the final authority to take decision on performance of teaching faculty / agency. Principal, Government College of Engineering, Jalgaon will have all rights to cancel the contract / work order at any time without giving any notice/ reason if attendance / response of students for the training sessions is poor.
20. In case work order / contract is terminated by Principal, Government College of Engineering, Jalgaon the payment of training sessions completed till date of termination of contract / work order will be made based on rate of training per session per batch in correlation with total training amount to be paid. Decision of Principal, Government College of Engineering, Jalgaon will be final on deciding payment to be made in above mentioned case.
21. Agency as well as institute shall take feedback of training from students in every 15 days period.
22. The classrooms, computer laboratory and other amenities such as projector, chalks and duster required during training session will be provided by Government College of Engineering, Jalgaon free of cost. Principal, Government College of Engineering, Jalgaon will have all rights to charge for any additional amenities demanded by trainers/ agency at mutually agreed rates. Any damage by teaching faculty / staff of agency to the property of the institute will be fully recovered from the agency.
23. The agency must be registered office in Maharashtra.
24. The agency must follow rules and regulation of the institute.
25. All statutory requirements, including GST and other applicable taxes, must be adhered to and clearly mentioned in the quotation.
26. The agency must pay remuneration to all teaching faculty and supporting staff as per minimum wages act of Government of Maharashtra and other relevant guidelines.
27. If agency doesn't complete the training and stops training sessions without permission of Principal, Government College of Engineering, Jalgaon then remaining fees payment amount will not be paid to the agency. If training is stopped without permission of Principal, Government College of Engineering, Jalgaon before given schedule then penalty as given in table 2 will be levied on the agency.

Table 2		
Sr. no.	Training stopped before Days of commencement of training	Penalty applicable per student (In % of fees per student)
1	15 Day	30%
2	30 Days	25%
3	60 Days	20%
4	90 Days	15%

28. The quality of paper used for training material shall be of appropriate quality and shall be approved by Principal, Government College of Engineering, Jalgaon.
29. The teaching faculty assigned will not have any rights to claim for permanent job at Government College of Engineering, Jalgaon.
30. It will be responsibility of agency to pay applicable taxes / GST. TDS of income tax / GST etc. as per norms of Government of India / Government of Maharashtra will be deducted from bill.
31. If GST is not applicable to the agency such undertaking of non-applicability of GST shall be submitted.
32. **Following documents shall be attached along with quotation letter.** (Refer Annex 3 also)
 - a. Quotation submission Letter (in format of Annexure 2)
 - b. **Agency Details** (in format of Annexure 3 along with all necessary proofs mentioned in annexure 3 such as **Work Order/Completion Certificates, PAN card, GST registration details etc.**)
 - c. **Trainer Profiles:** Resumes/CVs of trainers, highlighting their qualifications, experience, and expertise in conducting Soft Skills, Communication, and Aptitude training
 - d. Annual Turnover certificate of last 3 Years.
 - e. Proofs of having arrangements / software for webcam enabled proctored exam.
33. Principal, Government College of Engineering, Jalgaon will have all rights to cancel the work order at any time without giving any notice/ reason.
34. All legal matters will be dealt under Jurisdiction of District Court Jalgaon (Maharashtra).

Submission of Quotation:

The sealed quotations (along with Annexure II, Annexure III and all supporting documents must be submitted to the undersigned on or before **17/02/2025 (05:00 PM)**, clearly mentioning "Quotation for Soft Skills, communication and Aptitude Training" on the envelope. Quotations received after the deadline will not be considered.

We look forward to receiving your detailed proposal, including financial and technical aspects, at the earliest. For any queries, feel free to contact Dr. M. K. Sonpimple, Associate Professor, Mechanical Engineering Department (Mob. No. 94230 54182).

Opening of Quotations : 18/2/2025 (11:00 A.M)



[Handwritten signature]
07/02/2025

- Enclosure:** 1. Training Scope (Annexure I) **(Dr. Suhas Sudhakarrao Gajre)**
2. Annexure II (To be submitted by Agency) Principal
3. Annexure III (To be submitted by Agency) Government College of Engineering, Jalgaon

Annexure I (Scope of Training)

Module: 1 (15 Hrs.)

Soft Skills, communication and Aptitude training

Session 1: Communication Skills –

Part 1: Introduction to Communication (2 hours)

Objective: Introduce the basic concepts of communication and the importance of soft skills for engineers.

- **Topics Covered:**
 - **What is Communication?**
 - Definition, process, and types of communication (Verbal, Non-verbal, Written).
 - Importance of effective communication for engineers.
 - **Barriers to Communication**
 - Common barriers (physical, emotional, psychological) and how to overcome them.
 - **Basic Communication Skills**
 - Clarity, conciseness, tone, and pitch.
 - Role of body language in effective communication.
 - **Activity:** Group activity on identifying communication barriers in various engineering contexts (team meetings, project discussions).
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Session 2: Communication Skills

Part 2: Non-verbal Communication and Body Language

Objective: Enhance understanding of body language and non-verbal cues.

- **Topics Covered:**
 - **Importance of Non-verbal Communication**
 - Facial expressions, gestures, eye contact, and posture.
 - **Understanding Body Language**
 - Positive and negative body language.
 - Interpreting the body language of others.
 - **Cultural Sensitivity**
 - How body language varies across cultures.
 - **Activity:** Role-play exercises where students practice using positive body language and non-verbal cues in common engineering scenarios.
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Session 3: Communication Skills

Part 3: Pronunciation and Speech Enhancement

Objective: Focus on improving pronunciation, speech clarity, and confidence.

- **Topics Covered:**
 - **English Pronunciation Basics**

Soft Skills, communication and Aptitude training – 40 Hrs.

- Key sounds and phonetic patterns.
 - Common pronunciation mistakes for non-native speakers.
 - **Speech Enhancement Techniques**
 - Stress, intonation, and rhythm in speech.
 - Improving fluency and reducing filler words.
 - **Voice Modulation**
 - How to use pitch and tone effectively in communication.
 - **Activity:** Pronunciation drills and practice with tongue twisters and speech exercises.
-

Session 4: Communication Skills

Part 4: Grammar and Vocabulary Enhancement

Objective: Strengthen grammar skills and expand vocabulary for effective communication.

- **Topics Covered:**
 - **Grammar Basics for Engineers**
 - Common grammar mistakes (subject-verb agreement, tense consistency, etc.).
 - Importance of proper grammar in professional communication.
 - **Expanding Vocabulary**
 - Technical vs. non-technical vocabulary.
 - Techniques for improving vocabulary and using it effectively.
 - **Common Mistakes in Written Communication**
 - How to avoid errors in emails, reports, and technical documents.
 - **Activity:** Grammar and vocabulary exercises, including sentence correction and word association games.
-

Session 5: Communication Skills

Part 5: Listening and Comprehension

Objective: Develop active listening skills and improve comprehension for technical discussions.

- **Topics Covered:**
 - **Active Listening Techniques**
 - Paying attention, asking clarifying questions, and paraphrasing.
 - **Barriers to Listening**
 - How distractions, biases, and emotions affect listening.
 - **Improving Listening Comprehension**
 - Strategies for understanding complex technical information.
 - **Activity:** Listening exercises where students listen to audio clips or technical discussions and answer comprehension questions.

Session 6: Presentation Skills

Part 1: Introduction to Effective Presentations

Objective: Learn the basics of structuring and delivering presentations.

- **Topics Covered:**
 - **Purpose and Structure of a Presentation**
 - The introduction, body, and conclusion of a presentation.
 - Tailoring presentations for different audiences.
 - **Creating Effective Slides**
 - Do's and don'ts of slide design.
 - Use of visuals, charts, and graphs.
 - **Overcoming Stage Fright**
 - Techniques to build confidence when speaking in front of an audience.
 - **Activity:** Preparing a basic 3-minute presentation on a technical topic of choice.
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Session 7: Presentation Skills

Part 2: Engaging the Audience and Communication Tools

Objective: Enhance presentation skills by learning how to engage an audience.

- **Topics Covered:**
 - **Engaging the Audience**
 - Techniques for maintaining attention and making the presentation interactive.
 - Asking questions, using anecdotes, and involving the audience.
 - **Handling Q&A Sessions**
 - Strategies for managing questions and answers confidently.
 - **Using Technology Effectively**
 - Tips for using PowerPoint, videos, and other tools during presentations.
 - **Activity:** Practice a 5-minute presentation and receive peer feedback on engagement and clarity.
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Session 8: Presentation Skills

Part 3: Advanced Presentation Techniques

Objective: Improve the sophistication and effectiveness of presentations.

- **Topics Covered:**
 - **Advanced Presentation Techniques**
 - Use of storytelling and visuals to enhance impact.
 - Mastering body language and voice modulation.
 - **Handling Difficult Situations**
 - Managing distractions, dealing with difficult questions, and handling nervousness.
 - **Creating Persuasive Presentations**
 - Techniques to convince and persuade the audience.
 - **Activity:** Advanced presentation practice, focusing on persuasion and confidence.

Session 9: Presentation Skills

Part 4: Group Presentations and Peer Feedback

Objective: Focus on group presentations and learning from peer feedback.

- **Topics Covered:**
 - **Working in Groups for Presentations**
 - Effective group coordination and role distribution.
 - Communicating within the group to ensure cohesion.
 - **Peer Feedback Techniques**
 - Giving and receiving constructive feedback.
 - **Time Management in Group Presentations**
 - Managing time effectively during group presentations.
 - **Activity:** Group presentations followed by peer feedback and discussion.
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Session 10: Presentation Skills

Part 5: Final Presentations and Evaluation

Objective: Deliver final presentations and assess progress.

- **Topics Covered:**
 - **Preparation for Final Presentations**
 - Review the best practices covered in previous sessions.
 - **Final Group Presentations**
 - Presenting a technical project or topic, utilizing all skills learned.
 - **Peer and Instructor Evaluation**
 - Feedback on the clarity, engagement, and effectiveness of each presentation.
 - **Activity:** Students deliver their final presentations, followed by feedback.
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Session 11: Group Discussion Skills

Part 1: Introduction and Techniques

Objective: Understand the fundamentals of group discussions and how to communicate effectively in them.

- **Topics Covered:**
 - **Importance of Group Discussions**
 - Role in academic and professional settings.
 - **Techniques for Effective Participation**
 - Speaking clearly, respecting others' opinions, and staying on topic.
 - **Initiating and Concluding Discussions**
 - How to start a discussion and bring it to a conclusion.
 - **Activity:** Mock group discussion on a current engineering topic. Students practice initiating and contributing to discussions.
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Session 12: Group Discussion Skills

Part 2: Advanced Techniques and Mock Discussions

Objective: Practice advanced techniques and refine group discussion skills.

- **Topics Covered:**
 - **Handling Conflict in Discussions**
 - Managing disagreements and maintaining professionalism.
 - **Analyzing Group Dynamics**
 - Understanding the roles of different participants in a group discussion.
 - **Effective Time Management**
 - Ensuring everyone has a chance to speak and staying on track.
 - **Activity:** Mock group discussion on an engineering topic with a focus on managing conflict and maintaining flow.

Session 13: Resume Building and Interview Concepts (01 hours)

Objective: Learn how to create an impactful resume and prepare for job interviews.

Topics Covered:

- **Resume Building**
 - Key sections of a resume (Objective, Education, Skills, Experience, Projects).
 - Tailoring resumes to specific job roles and industries.
- **Interview Preparation**
 - Common interview questions and how to answer them effectively (Behavioral and Technical).
 - Importance of researching companies and understanding job roles.
- **Activity:** Create or refine your resume and prepare answers for common interview questions.

Session 14: Mock Interview

Part 1: Individual Interviews

Objective: Practice real-life interview scenarios in individual settings.

- **Topics Covered:**
 - **Mock Interview Techniques**
 - Interview etiquette, body language, and communication style.
 - **Answering Common Interview Questions**
 - Using the STAR technique (Situation, Task, Action, Result) for behavioral questions.
 - **Dealing with Nervousness**
 - Tips to remain calm and confident during interviews.
 - **Activity:** Students participate in mock interviews with peers or instructors. Provide feedback based on performance.

Soft Skills, communication and Aptitude training – 40 Hrs.

Session 15: Mock Interview

Part 2: Group and Panel Interviews

Objective: Practice group interviews and panel interviews.

• **Topics Covered:**

- **Group Interview Dynamics**
 - How to stand out and contribute effectively in a group setting.
 - **Handling Panel Interviews**
 - Engaging with multiple interviewers and addressing different types of questions.
 - **Interview Feedback and Improvement**
 - How to use feedback to improve future performance.
 - **Activity:** Mock group and panel interviews, followed by individual and peer feedback.
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Soft Skills, communication and Aptitude training – 40 Hrs.

Module: 2 (25 Hrs.)

Aptitude Training

Session	Details
Quantitative Aptitude 1	Numbers – HCF & LCM, Factors
Quantitative Aptitude 2	Numbers – Cyclicity & Remainder Theorem
Quantitative Aptitude 3	Numbers – Divisibility Rules & Indices
Quantitative Aptitude 4	Percentages
Quantitative Aptitude 5	Profit & Loss
Quantitative Aptitude 6	Marked Price & discount
Quantitative Aptitude 7	Ration & Proportion
Quantitative Aptitude 8	Simple & Compound Interest
Quantitative Aptitude 9	Time & Work
Quantitative Aptitude 10	Pipes & Cisterns
Quantitative Aptitude 11	Work Equivalence, Efficiency
Progressive Assessment	Progressive Assessment Test - #01
PAT – Analysis and Doubts clarification	One to One Interview+ Feedback for students
Quantitative Aptitude 12	Time, Speed & Distance
Quantitative Aptitude 13	Train, Boats, Linear & Circular Races
Quantitative Aptitude 14	Averages
Quantitative Aptitude 15	Mixtures & Alligations
Quantitative Aptitude 16	Permutation & Combination
Quantitative Aptitude 17	Probability
Quantitative Aptitude 18	Progressions
Quantitative Aptitude 19	Functions
Quantitative Aptitude 20	Algebra Basics
Progressive Assessment	Progressive Assessment Test - # 02
PAT – Analysis and Doubts clarification	One to One Interview+ Feedback for students
Analytical Reasoning 1	Series, Blood Relations, Direction sense
Analytical Reasoning 2	Binary Logic
Analytical Reasoning 3	Data Arrangement 1
Analytical Reasoning 4	Data Arrangement 2
Analytical Reasoning 5	Mono variate and Multi variate conditions, Cubes
Analytical Reasoning 6	Analytical Reasoning
Analytical Reasoning 7	Clocks & Calenders
Deductive Reasoning and Syllogisms	Syllogisms
Progressive Assessment	Progressive Assessment Test - # 03

Soft Skills, communication and Aptitude training – 40 Hrs.

Conclusion and Final Review

- **Recap of Key Skills**
 - Summary of communication, presentation, resume-building, and interview skills.
- **Student Reflection**
 - Encourage students to reflect on their progress and areas for improvement.
- **Resources for Continued Learning**
 - Recommend books, websites, and online resources for further practice.

(Quotation Submission letter on Letterhead of Agency)

Annexure 2

Table 1		
Sr. no	Particular of training	Rate in Rs. per student for Total 40 Hrs. training
1	Soft Skills, communication and Aptitude training for third-year engineering students (Total 40 Hrs. training) (A)	
2	GST at prevailing rates 18% (B)	
3	Rate in Rs. per student for inclusive of GST and all other applicable taxes (A+B)	

GST No. _____

PAN _____

Status of GST applicability: _____

Place:

Date:

Official seal/Stamp

**Signature of the authorized signatory
of the agency**

(Agency Details on Letterhead of Agency)

Annexure 3

Table A: Agency Details (To be submitted duly signed and stamped on letter head. Must attach relevant proofs)

Sr. No.	Description:	Provide Details	Necessary Documents Submitted (Yes/No)
1	Name & Full Address of the Agency		
2.	Registered Office Address, contact details, mail, etc.		
3	Name & Addresses of the person who will represent the firm while dealing with the Institute. Power of Attorney for signing of tender.		
4	Whether limited company or Pvt. ltd. or Partnership		
5	Details of registration of firm	Registration number: _____ Date of Registration: _____ Total Experience in Years: _____	
6	PAN	No.	
7	EPF / Provident Fund Account No. (If applicable)	No.	
8	ESI Number: (If applicable)	No.	
9	GST /Service Tax Registration Number:		
10	Do you have an office in Maharashtra?		
11	Proof of having arrangements / software to conduct webcam enabled proctored test		
12	Details experience of Providing Training of similar nature as Soft Skills, communication and Aptitude.	Give details in Table B.	

List of clients whom service of training in last 5 Years (Attach work order and experience certificate / work completion certificate specifically mentioning period of work completion)

Table B					
SL. No.	Name of client with contact details	Work Order No.	Period of Contract		Value of Contract in Rs.
			From	To	
1					
2					
3					
4					
5					
6					
7					
8					
9					

Annual Turnover during last three years

Sr. No.	Years	Annual Turnover in Rupees (in figures and words) Please attach supporting documents	Copy enclosed/ Not enclosed
1	2021-22		Y/N
2	2022-23,		Y/N
3	2023-24		Y/N

(Please enclose copies of annual turnover certificate for the last three financial years.)

Undertaking

I hereby certify that all the information furnished are true to the best of my knowledge. I have no objection to the Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all detailed description of the scope of work, along with manpower requirement, terms and conditions indicated in quotation document and hereby accept all the same completely.

Place:

Date:

Official seal/Stamp

**Signature of the authorized signatory
of the agency**