



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

Government College of Engineering, Jalgaon

शासकीय अभियांत्रिकी महाविद्यालय, जळगाव

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

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

NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA ■ राष्ट्रीय महामार्ग ५३, जळगाव, 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/SY/Training/2025/ 297

Date: 7 FEB 2025

Quotation Invitation Letter

To,

Subject: Invitation for Quotation for Conducting Soft skills and communication training for Second-Year Engineering Students.

Dear Sir/Madam,

The Government College of Engineering, Jalgaon, invites quotations from reputed agencies for conducting offline Soft skills and communication training for Second-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:

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

Terms and Conditions:

- 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.
- If information sought along with the quotation is not submitted in prescribed formats your quotation will be rejected.**
- For billing of Soft skills and communication training rates quoted per student actually participating in training will be applicable.
- 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.

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 and Communication 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 and communication 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 AM)

[Handwritten Signature]
02/02/2025

- Enclosure:**
1. Training Scope (Annexure I)
 2. Annexure II (To be submitted by Agency)
 3. Annexure III (To be submitted by Agency)

(Dr. Suhas Sudhakarrao Gajre)
Principal
Government College of Engineering, Jalgaon

Annexure I (Syllabus / scope of training)

Module: 1 (20Hrs.)

Title: Soft Skills Training

Duration: 20 hours

Session 1: Introduction to Soft Skills

• **Topics Covered:**

- What are soft skills and why are they important?
- Difference between hard skills and soft skills.
- Types of soft skills: Communication, teamwork, leadership, problem-solving, emotional intelligence, etc.
- The impact of soft skills on personal and professional growth.
- The role of soft skills in engineering professions.

• **Learning Activities:**

- Ice-breaking exercises to introduce students to each other.
- Group discussions on the importance of soft skills in the modern workplace.
- Self-assessment questionnaires to identify soft skills strengths and weaknesses.

Session 2: Self-Awareness and Emotional Intelligence

• **Topics Covered:**

- Introduction to emotional intelligence (EQ) and its importance in the workplace.
- Key components of emotional intelligence: Self-awareness, self-regulation, motivation, empathy, and social skills.
- Techniques to improve self-awareness and emotional regulation.
- Understanding and managing emotions in professional settings.

• **Learning Activities:**

- Self-reflection exercises to assess emotional triggers.
- Journaling for emotional awareness and regulation techniques.
- Role-playing scenarios to practice empathy and emotional management.

Session 3: Communication Skills

• **Topics Covered:**

- Verbal and non-verbal communication.
- Active listening and its importance in communication.
- Clarity and conciseness in communication.
- The role of body language and tone of voice.
- How to communicate effectively in groups and teams.

• **Learning Activities:**

- Pair up for listening exercises where one person speaks and the other practices active listening.
- Group discussions on non-verbal communication.
- Presentations to practice clarity and conciseness in communication.

Session 4: Time Management and Organizational Skills

- **Topics Covered:**
 - The importance of time management for engineers.
 - Prioritization techniques: Eisenhower matrix, ABCD method.
 - Planning and scheduling: Tools and techniques (e.g., Gantt charts, calendars, time-blocking).
 - Dealing with distractions and procrastination.
 - Setting and achieving SMART goals.
- **Learning Activities:**
 - Time audit exercise: Track daily activities and identify areas for improvement.
 - Group discussion on overcoming procrastination.
 - Practice creating weekly plans and goal-setting activities.

Session 5: Teamwork and Collaboration

- **Topics Covered:**
 - Importance of teamwork in engineering projects.
 - Building and maintaining effective teams.
 - Understanding different team roles and dynamics.
 - Strategies for effective collaboration and conflict resolution.
 - How to communicate and collaborate with diverse teams.
- **Learning Activities:**
 - Team-building exercises (e.g., problem-solving activities).
 - Role-playing scenarios on resolving conflicts within teams.
 - Group tasks where students collaborate on a short project or problem.

Session 6: Leadership and Influence

- **Topics Covered:**
 - Characteristics of an effective leader.
 - Different leadership styles (e.g., transformational, transactional, servant leadership).
 - Building trust and influencing others positively.
 - The role of leadership in team motivation and success.
 - How to develop leadership skills in group projects and internships.
- **Learning Activities:**
 - Leadership style assessment.
 - Group discussion on leadership qualities and role models.
 - Leadership role-play scenarios where students practice motivating and guiding others.

Session 7: Problem Solving and Critical Thinking

- **Topics Covered:**
 - Importance of problem-solving in engineering and the workplace.
 - Steps in effective problem-solving: Define, analyze, brainstorm, evaluate, and implement solutions.

Soft skills and communication training – 40 Hrs.

- Critical thinking: Analyzing information objectively and making sound decisions.
- Creative thinking techniques: Brainstorming, lateral thinking, mind mapping.
- **Learning Activities:**
 - Case study analysis where students work in teams to solve engineering problems.
 - Group discussions on approaches to critical and creative thinking.
 - Problem-solving exercises (e.g., hypothetical engineering scenarios).

Session 8: Professional Etiquette and Workplace Ethics

- **Topics Covered:**
 - Understanding workplace culture and professional behavior.
 - Workplace etiquette: Communication, attire, punctuality, and respect for others.
 - Ethical decision-making in engineering practice.
 - Intellectual property, confidentiality, and integrity in the workplace.
 - Maintaining a professional online presence (LinkedIn, social media).
- **Learning Activities:**
 - Discussions on workplace behavior and its impact on career.
 - Scenario-based exercises on ethical dilemmas.
 - Self-assessment on professional behavior in various contexts.

Session 9: Career Planning and Networking

- **Topics Covered:**
 - Career path options for engineers: Industries, roles, and opportunities.
 - Networking skills and how to make connections.
 - Building and maintaining a professional network.
 - Crafting an effective resume and cover letter.
 - Preparing for job interviews and assessment centers.
- **Learning Activities:**
 - Resume and LinkedIn profile building workshops.
 - Mock networking events where students practice introducing themselves.
 - Mock interviews (technical and HR round) with peer and instructor feedback.

Session 10: Adaptability and Resilience

- **Topics Covered:**
 - Understanding the importance of adaptability in the workplace.
 - Techniques for developing resilience and overcoming setbacks.
 - Stress management strategies for handling pressure.
 - Developing a growth mindset to embrace change and challenges.
 - Techniques to handle failure and learn from mistakes.
- **Learning Activities:**
 - Group discussions on challenges and strategies for resilience.
 - Exercises on stress management techniques (e.g., breathing exercises, mindfulness).
 - Case studies of professionals who have overcome adversity.

Soft skills and communication training – 40 Hrs.

Session 11: Presentation and Public Speaking Skills

- **Topics Covered:**
 - The fundamentals of public speaking.
 - Structure of an effective presentation: Introduction, body, and conclusion.
 - Engaging your audience: Visual aids, storytelling, and voice modulation.
 - Handling stage fright and managing nerves.
 - The importance of feedback and continuous improvement.
- **Learning Activities:**
 - Students deliver individual presentations on an engineering-related topic.
 - Group feedback sessions on improving presentation delivery.
 - Techniques to manage anxiety and improve confidence.

Assessment and Review

- **Topics Covered:**
 - Recap of all modules and key takeaways.
 - Final group presentation covering soft skills learned.
 - Self-assessment and peer feedback on progress.
 - Setting personal goals for continuous soft skills development.
 - **Learning Activities:**
 - Group presentations where students apply soft skills in simulated workplace scenarios.
 - Peer evaluations and instructor feedback on skills improvement.
 - Development of a personal soft skills improvement plan.
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Module: 2 (20Hrs.)

Title: Communication Skills Training

Duration: 20 hours

Session 1: Introduction to Communication and Verbal Skills

Basics of Communication

- **Topics Covered:**
 - Definition and importance of communication in professional settings.
 - The communication process: Sender, message, receiver, feedback.
 - Types of communication: Verbal, non-verbal, written, and visual.
 - Common communication barriers and how to overcome them.
- **Learning Activities:**
 - Ice-breaking exercises to encourage speaking.
 - Group discussions on communication challenges in engineering.
 - Self-assessment: Identify communication strengths and areas for improvement.

Verbal Communication Skills

- **Topics Covered:**
 - Elements of effective verbal communication: Clarity, tone, pitch, and speed.
 - Structure of clear and concise speech: Introduction, body, and conclusion.
 - The importance of articulation and pronunciation.
 - Techniques for explaining complex engineering concepts simply.
 - Conversational skills: How to engage and maintain dialogue.
- **Learning Activities:**
 - Impromptu speaking exercises: Each student presents a technical topic.
 - Group discussions to practice clear and concise communication.
 - Peer feedback on speech clarity and delivery.

Session 2: Non-Verbal Communication and Listening Skills

Non-Verbal Communication

- **Topics Covered:**
 - The role of body language in communication: Posture, gestures, facial expressions, and eye contact.
 - How to use non-verbal cues to reinforce verbal messages.
 - Cultural differences in non-verbal communication.
 - Understanding and interpreting others' body language.
- **Learning Activities:**
 - Role-playing exercises to practice body language and non-verbal cues.
 - Group activities to analyze non-verbal cues in videos or live scenarios.
 - Self-awareness exercise on body language while speaking.

Listening Skills

- **Topics Covered:**
 - The importance of active listening in communication.

Soft skills and communication training – 40 Hrs.

- Barriers to effective listening (distractions, biases, etc.).
- Techniques for improving listening skills: Paraphrasing, summarizing, questioning.
- Listening for understanding versus listening for response.
- Role of listening in teamwork and problem-solving.
- **Learning Activities:**
 - Group exercises where one student speaks, and others practice active listening.
 - Exercises on summarizing and paraphrasing what others say.
 - Discussions on overcoming common listening barriers in technical environments.

Session 3: Written Communication and Presentation Skills

Written Communication Skills

- **Topics Covered:**
 - Writing effective emails, reports, and technical documents.
 - Key principles of professional writing: Clarity, conciseness, structure.
 - Common grammar and punctuation mistakes to avoid.
 - Writing with the audience in mind: Technical vs. non-technical audiences.
- **Learning Activities:**
 - Writing and peer-reviewing emails or reports on a given engineering topic.
 - Group discussion on common writing errors and how to avoid them.
 - Practice in drafting clear and concise technical documents.

Presentation Skills

- **Topics Covered:**
 - Structuring an effective presentation: Introduction, body, and conclusion.
 - Using visual aids: Slides, graphs, charts, and diagrams.
 - Engaging the audience: Tone, pace, and storytelling techniques.
 - Managing stage fright and speaking with confidence.
 - Handling questions and feedback from the audience.
- **Learning Activities:**
 - Students deliver short presentations on an engineering topic.
 - Peer feedback on clarity, delivery, and visual aids.
 - Group discussion on managing nerves and handling Q&A sessions.

Session 4: Communication in Professional Settings and Career Development

Communication in Professional Settings

- **Topics Covered:**
 - Professional communication in meetings and conferences.
 - Effective communication during technical discussions and team collaborations.
 - Email and phone etiquette in the workplace.
 - Cross-cultural communication and working with international teams.
 - Navigating communication in leadership roles.

- **Learning Activities:**

Soft skills and communication training – 40 Hrs.

- Role-playing meetings and technical discussions to practice professional communication.
- Group activities on email etiquette and writing professional correspondence.
- Simulating cross-cultural communication scenarios in global teams.

Session 5 : Communication for Career Growth

• **Topics Covered:**

- Writing effective resumes and cover letters.
- Interviewing skills: Communicating your skills and experiences effectively.
- Networking and building professional relationships.
- Leveraging communication for personal branding (LinkedIn, social media).
- Preparing for career fairs, job interviews, and assessment centers.

• **Learning Activities:**

- Resume and cover letter writing workshop.
- Mock interviews with peer and instructor feedback.
- Group networking exercise and practicing elevator pitches.

Final Review and Assessment

• **Topics Covered:**

- Recap of key communication skills: Verbal, non-verbal, written, and listening.
- Self-assessment: Reflecting on communication progress and setting goals for improvement.
- Final group presentations and feedback on skills demonstrated.
- Tips for continued improvement in communication throughout their careers.

• **Learning Activities:**

- Final presentations on a technical topic, incorporating all learned skills.
- Peer and instructor feedback on the overall communication development.
- Group discussion on strategies for continuous improvement in communication.

(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 and communication training for Second-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 and communication.	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**

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