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Quotation for Conduct of Student Development Program – Soft Skill Development

No. GCOEA/TEQIP-II/2016-17/SDP –Soft Skill/**1517**
Date: 15.03.2016

To,
(Open Access - To be published on Website)

Sub.: Quotation for the Conduct of ‘Student Development Program – Soft Skill Development’ for the 2016-17 Batch Campus Eligible B Tech & M Tech students of our institute

- Ref.:** (i) Requisition by Student Coordinators of T&P and Recommendations of the T&P Committee dated 10.03.2016 and
(ii) Proposal by the T&P Cell for the conduct of Student Development Program – Soft Skill Development, Approved by the Principal, GCOE, Amravati
(iii) Approval by T&P Committee for Quotation of SDP-Generic Skill FY 17 Batch on 15.03.2016

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the supply of services as per the following details and send the quotation in sealed cover to reach the undersigned on or before **29.03.2016 by 5.30 p.m.** The cover shall be marked as “Quotation for Conduct of SDP-Soft Skill FY 17 Batch – T&P Cell”. The agency shall submit Two separate quotations, (i) one containing action plan for the conduct of SDP-Soft Skill within the allotted time, the faculty profile and experience, course material details, pattern and methodology of conduct and evaluation of Test, Remedial teaching for low scoring students *etc.* & (ii) second quotation containing the financial quote, i.e. training cot per student inclusive of all expenses and taxes.

Item: Conduct of ‘Student Development Program – Soft Skill Development’ for the 2016-17 Batch Campus Eligible B Tech & M Tech students of our institute

Sr. No.	Item	Number of appearing students, Approximately	Rate Quoted per students in Rs.
1.	Conduct of ‘Student Development Program – Soft Skill Development’ of (60) hours for the campus eligible students B Tech & M Tech of 2016-17 Batch of this institute as per the modules prescribed below; (a) Interpersonal Skills (10 hours) – Methodology (Role Play) <ul style="list-style-type: none">• The basics of interpersonal communication• Communicating effectively at workplace• Communication the “big picture”• Understanding the work culture of an organization• Interpersonal effectiveness in Meetings (b) Communication Skills (12 hours) – Methodology (Role Play) <ul style="list-style-type: none">• Communication basics – Understanding Communication• Introducing yourself, How to ask Questions and Answer them• Verbal Communication	350	

<ul style="list-style-type: none"> • Listening • Non-verbal Communication • Team-meeting Etiquette <p>(c) Presentation Skills (4 hours) – Methodology (Role Play)</p> <ul style="list-style-type: none"> • Presenting on a topic (Sample Visual Presentation) and mock presentation with practice session, Handling Stage Freight, Stage freight mock sessions, Extempore • Elevator Pitch <p>(d) Personal Effectiveness Training (4 Hours)</p> <ul style="list-style-type: none"> • Managing Self • Managing Time • Influencing Skills • Picture Perception • Maintaining a positive Attitude <p>(e) Corporate Grooming (6 hours)</p> <ul style="list-style-type: none"> • Etiquette of Dressing for corporate world • Personal Grooming • Corporate etiquettes and mannerisms, email and phone protocol, voice culture • Discipline in corporate world <p>(f) Problem Solving (2 Hours)</p> <ul style="list-style-type: none"> • Keeping an open mind • Structuring Problems • Problem solving tools <p>(g) Emotional Intelligence (2 Hours)</p> <p>(h) Preparing a Brilliant CV (2 hours)</p> <ul style="list-style-type: none"> • Sessions on CV basics • Preparation of resume of each participant followed by individual analysis and feedback (By the end of the SDP – Soft Skill, Professional Grade Resumes of all students need to be prepared and verified by agency). <p>(i) Group Discussion (10 hours)</p> <ul style="list-style-type: none"> • Introduction to GD and handling GD's • One introductory GD with individual analysis and written feedback & follow-on minimum (3) GD Sessions of each student of the batch <p>(j) Personal Interview (10 hours)</p> <ul style="list-style-type: none"> • Introduction and handling of interviews • One-on-One interview with each participant by corporate trainers/industry experts/HR experts followed by individual analysis and written feedback and areas of improvement and guidelines to achieve them – to student and a consolidated feedback report covering all students to be submitted to the institute (All participating students must have been interviewed by the end of SDP – Soft Skill). 		
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Terms and Conditions:

1. The **Student Development Program – Soft Skill Development (60 hours)** for the 2016-17 Batch Campus Eligible students is to be conducted during **May 14-23, 2016**.
2. All agencies who submit the bid in response to the quotation for the conduct of **Student Development Program – Soft Skill** shall remain present at the Meeting Hall, Administrative Building of the institute for Presentation and Evaluation before the empowered T&P Committee on **30.03.2016** from 3.00 p.m. onward. The committee will evaluate the claims of agencies on specific parameters. The selection of the agency for the conduct of **Student Development Program – Soft Skill** shall be based on the recommendations of the T&P Committee and will be final.
3. The batch size for SDP-Soft Skill will be (**50**) students.

4. The faculty/instructors for **Student Development Program – Soft Skill** shall be the faculty with minimum of 10 years of experience in Corporate/HR Training / Soft Skill Training.
5. The agency shall submit the list of such faculty along-with their certified profiles and documents regarding experience as corporate trainers, along-with the quotation itself. While evaluating the claim of the agency for selection, faculty experience and competency shall be an important parameter. It shall be mandatory for the agency to depute the faculty from the submitted list of faculty and any change in the same shall be approved by the T&P Committee. Any quotation received for the conduct of SDP-Soft Skill by the institute without the faculty list shall be disqualified.
6. **Course Material:** The agency shall provide all participating students registered for SDP – Soft Skill, course material in the following type & format:
 - (i) Books and Handouts covering all (10) modules (Theory/Sample Problems for salient points/Case studies/Practice Exercise/Answer Keys) at no extra cost, on the first day of SDP (The representative of the agency shall deposit 3 Sample copies of all such course material for evaluation and scrutiny on the day of Presentation).
 - (ii) Free and unlimited online access to the study material and practice tests for the duration of One Year from the date of start of SDP-Soft Skill and/or APP-Based learning as part of the additional study material covering entire modules, valid for one year duration. The online account of all SDP- Generic Skill registered students shall be created and made operational by the end of first week. A special session shall be arranged for the students to make them aware about the methodology for using the online access. The security deposit of the agency will be forfeited in the event of closure of online access to any of the students.
7. **Evaluation Test Pattern, Analysis & Frequency:** Starting with Day Zero Test, the agency shall conduct a minimum of (05) tests/practical covering entire module, as per the following protocol:
 - (i) The test schedule shall be apart from the main schedule and accordingly be displayed on the start day
 - (ii) The conduct of the test, followed by Analysis of individual score, Discussion & Doubt clearing session shall not be the part of the main SDP schedule, during extra hours – before or after daily schedule
 - (iii) The agency shall prepare a consolidated result sheet for each of the test and the signed copy of the same is to be deposited with the T&P Cell, along-with the action taken report
 - (iv) A cumulative Test Score Report for all students indicating the progress for each of the module covering the duration of the training program shall be prepared and shared with the students and T&P Cell.
8. **Training Methodology for Improving scores of low scoring Students:** The agency shall after Test 1, identify the low scoring students for that particular module and arrange for their Remedial Teaching in the form of extra lecture sessions on next day followed by re-test and analysis.
9. **Conduct of Regular Doubt-clearing Sessions:** There will be a daily session for clearing doubts/difficulties of students at the end of the regular sessions, in the extra time. The faculty which has conducted the module shall be conducting these lectures.
10. The agency shall prepare individual schedule of appearing students for the smooth conduct of the training program.
11. SDP- Soft Skill shall be monitored by a Monitoring committee of faculty on a daily basis which shall be empowered to liaison with agency and students for feedback and the progress and feed-back of the committee shall be discussed in the meeting of agency representatives, student coordinators from each batch and members of Monitoring Committee. There will be such meetings every Third Day of the SDP-Soft Skill. The agency shall be committed to implement all the relevant suggestions and undertake necessary corrective action. The action taken report on the basis of 1st meeting shall be submitted by the agency in the next meeting.
12. If there is any demand on valid grounds from the students for change/replacement of any faculty for a given module, then the same shall be accepted by the agency. Any such issue shall be discussed in the Monitoring Committee meeting, which is empowered to take such decision.
13. It is expected that sufficient number of faculty is deployed by the agency for the smooth conduct of the SDP-Soft Skill and the same shall not be a constraint for implementation of the schedule
14. The contracted amount to be paid to **the selected agency** towards to successful conduct of 'SDP-Soft Skill' shall be calculated on the basis of *actual number of appeared students and on the basis of certified list of students attended the training program*. The T&P committee based on the recommendations of the Monitoring Committee is empowered to recommend the payment of contracted amount after the submission of Completion Report. There will be only one transaction for the said amount and advance will be due to the selected agency.
15. The institute shall notify the agency through the issue of a Letter of Acceptance (LOA), by April 10, 2016.

16. It will be incumbent on the agency to send an acceptance copy of LOA to the institute immediately thereby confirming the acceptance of contract.
17. A Memorandum of Understanding (MoU) shall be entered into by the selected agency by April 15, 2016. The format of the same shall be shared by the institute. On signing MoU, the agency shall submit a security deposit amounting to the 5% of the contracted amount in the form of DD, on the starting day of SDP-Soft Skill. The Security Deposit shall be returned after a specified period as will be mentioned in MoU.
18. The contracted amount for the services to be paid to the agency shall be inclusive of all taxes. All expenses to be incurred on the travel, stay and local hospitality of trainers/faculty shall be borne by the training agency. The institute will provide necessary infrastructure for the conduct of training sessions.



Alimudhas

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