

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR SOFT SKILL TRAINING AT ADAM CENTRE OF GEC, BARTON HILL

The ADAM Centre of Govt Engineering College Barton Hill invites proposals from competent institutes for soft skill training of ADAM students. Each batch will consist of 25 students each (approx.) and a maximum of three batches will have to be trained per year. The training should be of minimum 30 hrs duration and should be conducted on 5 consecutive days. The Soft Skills training should focus on Business etiquette, Verbal and Non-verbal communication skill, Team work and people skill, Customer Centricity, Presentation skills including public speaking, resume preparation, etc.

Terms and Conditions:

- Training should be held at GEC Barton Hill and should be in offline mode
- Trainer shall comply with the requirements of the ADAM center so as to facilitate a smooth conduct and completion of the training program.
- Trainer shall provide a detailed day-wise schedule of the training program before the commencement of training program.
- Trainer shall give a student-wise comprehensive training report after completion of the prescribed duration of training.

Modus Operandi

- ADAM center shall provide a batch-wise list of students with relevant details before the commencement of training.
- ADAM center shall provide the basic infrastructure for the conduct of sessions at the college.
- Dates and Timings for the training shall be agreed on mutual consensus.
- Session-wise attendance shall be monitored on a daily basis by both the trainer and the college authorities. The same shall be recorded and submitted.

- If there is any sudden change in the schedule due to unavoidable circumstances for either party, such scenario may be immediately conveyed and communicated properly.
- College authorities shall obtain the training feedback from the students.

Payment Terms

- There shall be no advance payment for the program.
- Payment will be made after the completion of the training for each batch.

Requirements

- Trainer is requested to submit the financial proposal for the conduct of the training at GECBH premises.
- Trainer shall quote batch-wise rate for minimum thirty hours and the quote will be valid for a period of 1 year starting from the date of award of contract.
- The quoted rate should include the GST and GST amount is to be specified separately.



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