

## QUOTATION NOTICE

CGPC/03/2026

15.05.2026

### REQUEST FOR FINANCIAL QUOTE - COMMUNICATION SKILL DEVELOPMENT TRAINING

Career Guidance and Placement Cell (CGPC), Rajiv Gandhi Institute of Technology, Kottayam (RIT) would like to invite **financial quotations** for conducting offline placement training at RIT.

- Training shall be conducted at RIT in offline mode.
- Duration of the training will be **four days (minimum of 6 hours per day)**
- Training is proposed to be conducted on **consecutive days**.
- Each training batch shall have strength of **60 to 70 students**.
- Training shall **mandatorily include (but not limited to)** the following:
  - **Communication Skills** – Basics of Communication, Body Language & Handshake, Professional Grooming, Voice and accent training, Email Etiquette, Resume Preparation, LinkedIn profile building, written communication, Role-playing simulations, Presentation skills.

### Terms and Conditions:

- Trainer shall **provide online repository of study material** for the trained students and such access shall be available for not less than 1 year from the date of completion of the offline training.
- Trainer shall **provide access to online** placement mock tests, practice tests and help the students in resume correction. Trainer shall be available for mentoring the trained students for not less than 1 year from the date of completion of the offline training.
- Trainer shall comply with the requirements of the college 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.

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- Trainer shall give a *student-wise* comprehensive training report after completion of the prescribed duration of training.

### Modus Operandi

- RIT shall provide a batch-wise list of students with relevant details before the commencement of training.
- RIT 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 a scenario may be immediately conveyed and communicated properly.
- College authorities shall obtain the training feedback from the students.
- Accommodation on twin sharing basis and working lunch will be provided to the trainers.

### Payment Terms

- There shall be no advance payment for the program.
- 100% payment shall be released within one month of the completion of the entire duration of the program and submission of student-wise comprehensive training report and attendance by the trainer.
- If at any point of time, the proposed and/or agreed duration of the program couldn't be completed due to unforeseeable or force majeure reasons, the same shall be discussed and appropriate decision regarding payment shall be taken on mutual consensus.

### Other Details

- The Trainer/ Training firm shall quote a consolidated amount for two batches (four days for each batch).
- The rate shall be exclusive of GST. GST rate shall be indicated separately.
- The quoted rates are to remain firm till 31 Dec 2025.
- The quotations can be addressed to the Placement Officer, Rajiv Gandhi Institute of Technology, Nedumkuzhy, Velloor, Pampady, Kerala 686501.
- Due date and time for receipt of quotations at RIT CGPC office 10am on 15-06-2026. Quotations will be opened at 11am on 15-06-2026.

  
Placement Officer

CGPC, RIT.

**PLACEMENT OFFICER**  
Career Guidance and Placement Cell  
Rajiv Gandhi Institute of Technology  
Kottayam - 686 501