



The Institute of Co-operative Management for Agriculture & Rural Development

(Training Institute of The WBCARD Bank Ltd.)

Block-14/2, C.I.T. Scheme-VIII (M), Ultadanga, Kolkata-700067

☎ : Principal : (+91) (033) 2356 5522, EPBX : (+91) (033) 2356 6522

Email : icmard.kol@gmail.com, Website : www.icmard.org

EOI No.- 2289/2021-2022/408

January 25, 2022

EXPRESSION OF INTEREST **Empanelment of Trainers and Training Providers**

Applications are invited from Skilled Professionals/ Trainers/ Training Providers/Organisations/Agencies/ Societies/ Firms/ NGOs for Skill Development Trainer's Panel of ICMARD for the trades specified in Annexure-II.

Scope of Work

The empaneled trainers/ training providers/ agencies/ NGOs would be given Work Order time to time as per requirement for providing Trainer, Training Material, Machineries, Lab support and/ or logistics support to Training Programmes organised by ICMARD for Cooperative Sector/ SHG members/ unemployed youth/ any other Skill Development programmes in various districts of West Bengal.

1. The Empanelment of Individual Trainers is NOT to be treated as "employment" or "engagement" in any manner.
2. The Trainers/ Training Providers would be working with ICMARD in collaborative mode as and when the training need and target groups are identified by ICMARD and the same is communicated to the selected Trainer/ Training Provider.
3. The empanelment does not attract any light to get work order for training.
4. Validity of the empanelment is 3 years from the date of issuing empanelment certificates.
5. The authority reserves the right to cancel the empanelment at any time without assigning any reason.
6. Selection of Trainers and Training Providers in respect of conducting training will be made by ICMARD on the basis of the Training Need, location of the centres and availability of Skilled Trainers and equipment for specific trades for various target groups.
7. The Trainers and Training Agencies would be informed about the Payment Terms and Conditions according to the Training Programmes organised by ICMARD time to time as and when required.
8. The empaneled Training Provider is bound to follow the ICMARD Standardised Courses, payment terms, duration of the programme, quality of materials and equipment used and any other terms and conditions as would be specified in the work order.
9. The Certification of the programmes will be done by ICMARD on successful completion of the programmes with mention of the Trainer/ Training Provider agency.

Criteria for the Empanelment of the Individual Trainers and Training Agencies

For Individuals

| Sl. No. | Requirements | Supporting Required | | | | |
|------------------------------|---|--|------|---|------|--|
| A) General Parameters | | | | | | |
| 1 | Profile of the Applicant | 1. Application in the Prescribed Format(Annexure- IA) 2. Bio Data | | | | |
| 2 | Applicants must have valid ID, Address Proof, PAN Card and Bank documents. | Self-Attested Photo copy of - 1. Aadhaar Card/ Voter ID/ Driving License. 2. PAN Card 3. GSTIN (If Any) | | | | |
| 3 | For Highly Skilled Trades/ Services (Category – A) the applicants must have a Certificate/ Diploma in the related field from a recognised Training Institute AND/OR Recognition of Competent Authority for providing Training | 1. Attested Photocopy of the Certificate/ Diploma 2. Attested Photocopy of Certificate of Recognition | | | | |
| 4 | Applications from Individuals would not be accepted for the following Trades under Category-A | <table border="1"><tr><td>S-13</td><td>Hospital Attendant / Household Health Attendant</td></tr><tr><td>S-15</td><td>First Aid and Nursing (Not Applicable for Individuals)</td></tr></table> | S-13 | Hospital Attendant / Household Health Attendant | S-15 | First Aid and Nursing (Not Applicable for Individuals) |
| S-13 | Hospital Attendant / Household Health Attendant | | | | | |
| S-15 | First Aid and Nursing (Not Applicable for Individuals) | | | | | |
| 5 | For any other Trades/ Services (Category- B) the Applicants qualifications will be scrutinised on the basis of their technical qualification and performance in the field. | 1. Photocopy of the Certificate/ Diploma/ Certificate of Recognition (if any) 2. Brief Description of Activities and Experience in the field. 3. Photo Documentation (if any) of the activities. | | | | |

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| | | |
|--|---|---|
| 6 | The Applicant should have at least Two Years' experience of providing Training/ Capacity Building OR engaged in the trade for at least Three Years. (Including Prior experience of working with Govt. Departments/Organisation/ Cooperative Banks/ Cooperative Societies/ NGOs) | <ol style="list-style-type: none"> 1. Brief Description of Training/ Capacity Building Programmes undertaken in last Two Years along with supporting documents. 2. Work Order/ Letter from the organisers. 3. Programme Completion Certificate (if any). 4. Past and Present Empanelment as Vocational Skill Trainer (If Any) |
| 7 | Additional Information | <ol style="list-style-type: none"> 1. Awards Received (If Any) 2. Any other related Information |
| B) Proposed Trades/ Services of Empanelment | | |
| 1 | Proposed Trades/ Services | Please provide tick mark in the List of Vocational Trades/ Services and Districts in Annexure-II for which the Applicant is willing to be empaneled for. |
| 2 | Capacity of Training and Development in any Special or Innovative Activities | Separate mention of any Special/ Innovative Project or Capacity Building Programme taken up by the applicant |
| 3 | Capacity of Serving Training Materials, Training in Adjacent Districts and Marketing Capability -whether the Applicant is able to provide marketing support to the Target Group. | Declaration in prescribed format as in Annexure-IA |

For Training Agency/Firm/ Organisation/ Society Engaged in Skill Training and Development Activities

| Sl. No. | Requirements | Supporting Required |
|------------------------------|--|--|
| A) General Parameters | | |
| 1 | Profile of the Applicant | <ol style="list-style-type: none"> 1. Application in the Prescribed Format (Annexure- IB) 2. Brief Portfolio of the Agency/ Organisation/ Farm/ Society including Description of Activities |
| 2 | Should be a Registered Entity | Attested copy of Registration Certificate |
| 3 | Registered Address | Attested copy of Address Proof of the Organisation |
| 4 | Other Documents | <ol style="list-style-type: none"> 1. Attested Copy of Aadhaar Card and PAN Card of the Head of the Organisation 2. GSTIN Certificate |
| 5 | The applicant should have been in existence for a minimum period of THREE years in India (on the date of Application) | Certificate of Incorporation/ Memorandum of Association |
| 6 | Should be a profit-making Farm/ Agency/ Organisation/ Society for the last three years and should be financially sound | Audited Balance Sheet and IT Returns for the last 3 years from FY 2018-2019, FY 2019-2020 and FY 2020-2021 |
| 7 | Details of available Training Infrastructures | Location of the Training Facility, Area, Machineries Available etc. |
| 8 | Should have a Panel of Skilled Trainers in various trades | <ol style="list-style-type: none"> 1. For Category A Trades (High Skill) – Number of available trainers and Qualification of the Trainers 2. For any other trade - Number of Master Trainers 3. Number of Associate Trainers 4. Location of the Trainers – (District and Block) |
| 9 | The Applicant should have at least Two Years experience of providing Training/ Capacity Building (including Prior experience of working with Govt. Departments/Organisation/ Cooperative Banks/ Cooperative Societies/ NGOs) | <ol style="list-style-type: none"> 1. Brief Description of Training/ Capacity Building Programmes undertaken in last Two Years along with supporting documents. 2. Work Order/ Letter from the organisers. 3. Programme Completion Certificate (if any). 4. Empanelment as Vocational Skill Training Provider (If Any) |
| 10 | Additional Information | <ol style="list-style-type: none"> 1. Affiliation/ Accreditation (If Any) 2. Awards Received (If Any) 3. Any other related Information |

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[Signature]



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B) Proposed Trades/ Services of Empanelment

| 1 | Proposed Trades/ Services | List of Vocational Trades/ Services and Districts for which the Applicant is willing to be empanelled for. [Mentioned in Annexure-II] |
|---|---|---|
| 2 | Capacity of Training and Development in any Special or Innovative Activities | Separate mention of any Special/ Innovative Project or Capacity Building Programme taken up by the applicant |
| 3 | Capacity of Serving Training Materials, Training in Adjacent Districts and Marketing Capability - whether the Applicant is able to provide marketing support to the Target Group. | Declaration in prescribed format as in Annexure-IB |

General Eligibility Criteria / Competencies

- Excellent skills in the related trade/ service.
- Awareness on the latest technologies related to vocational trainings.
- Recognition/ Affiliation with organisations/ Govt. Agencies/ Institutes for High Skill Trades/ Services (Category-A)
- Ability to juggle priorities and maintaining timelines.
- Capacity of serving machineries, equipments and training materials for the training programmes in urban and rural areas of target districts of West Bengal.
- Capacity of providing support to the target groups for marketing, network building for certain time period.

Rules and Regulations of the Empanelment Process

- The Hard Copy of the Application in A4 size paper along with all documents is to be submitted in **sealed envelope** to **The Institute of Cooperative Management for Agriculture & Rural Development (ICMARD)** situated at **ICMARD Office, 3rd Floor, Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata- 700 067. Ph: (033) 2356 6522.**
- No Email submission of application in any other form will be accepted.
- The Application Form is to be submitted in Prescribed Format as per **Annexure-IA or IB** for individual trainers and training agencies respectively including Declaration and **Annexure-II** for selected trades and services.
- Information in the Application may be written in English/Bengali/Nepali.
- The Sealed Cover shall be superscribed with "APPLICATION FOR EMPANELMENT OF TRAINERS/ TRAINING PROVIDERS".
- The **LAST DATE OF SUBMISSION OF THE APPLICATION IS 01-03-2022 AT 5.00 PM.**
- Applicants fulfilling the conditions would be called for Offline OR Online interview and verification of the documents before finalisation of the panel.
- Individual Applicants may be empanelled in different categories of Master Trainers and Associate Trainers for the Trades/ Services.
- For selection and categorisation of empaneled individuals/ organisations, the decision of ICMARD is final.
- The Empaneled Trainers would be provided a "Certificate of Empanelment" by Email and to the Address for Communication.
- For queries contact- Sanchari Mitra, AGM & FM, ICMARD- M: 9674995849 or Email us to icmard.kol@gmail.com.

Principal,
ICMARD

25/09/22

Sanchari Mitra