



THE INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE & RURAL DEVELOPMENT

Training Institute of The WBSCARD Bank Ltd.
Website: www.icmard.org



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

Ph-033-23565522 (Principal)/23566522 (EPBX) ● Email: icmard.kol@gmail.com & icmard.training@gmail.com

EoI No.- 2289/2024-2025/618

December 19, 2024

EXPRESSION OF INTEREST

Empanelment of Training Providers for Skill Development Trainer Panel of ICMARD

Online Applications are invited from Skilled Professionals/ Individual Trainers/ Cooperatives/ Agencies/Trusts/ Companies/ Societies/ Institutes/ Firms/ Organisations/NGOs for Skill Development Trainer's Panel of ICMARD for provide Vocational/ Skill Training to various Target Groups as per requirement.

To apply register on the Website: www.icmard.org

NON- REFUNDABLE APPLICATION FEE	Self Help Groups/ Members of Self Help Groups- ₹. 500/- (Rupees Five Hundred Only)
	Individual Trainers/ Cooperatives- ₹. 1000/- (Rupees One Thousand Only)
	All other Organisations - ₹. 2000/- (Rupees Two Thousand Only)
PAYABLE AT	By NEFT/ RTGS in favour of - "ICMARD" Bank A/C No.- 19380200005069 Bank Name: Federal Bank Branch Name: Ultadanga IFSC: FDRL0001938

LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 27-01-2025 4.00 PM

Scope of Work

1. The training providing individuals and entities would be empanelled in the "Skill Development Trainer Panel of ICMARD" for providing Training to different target groups time to time organised by ICMARD or in collaboration with other Organisations.
2. The Panel would be used by ICMARD for conducting Sponsored or Non Sponsored Training Programmes/ Vocational Courses according to availability of funds (for sponsored programmes) or availability of candidates (for non-sponsored programmes).
3. The Panelists would be given Certification of Empanelment.
4. **Primary Target Sector & Target Trainees-**
The **primary target sector** of such programmes would be the **Cooperative Sector of West Bengal**. Consequently, the **primary target trainees** would be **Self Help Groups, Members of Cooperatives, Unemployed Youth, Joint Liability Groups, Potential Borrowers of the Cooperative Sector of West Bengal**.
5. However, the panel may also be used for organizing programmes for other sectors as well according to the requirement.
6. Training providers for various types of Skills/ Trades/ Services would be selected from this panel time to time in order to organize and/ or facilitate Skill Development Training Programmes/ Vocational Courses (Short and Long Duration) for various target groups in the rural and urban area of West Bengal strictly according to the Training Requests/ Needs received OR Assessed by ICMARD.
7. The Panel may also be used by Government Departments/ Directorates/ Government Organisations/ Non-Government Organisations according to the SoP/ Orders/ Circulars issued/ declared time to time.
8. The empanelled Training providers would be given Work Order by ICMARD/ funding Organisations time to time as per requirement for providing Trainer, Training Material, Machineries, Lab support and/ or logistics support to Skill Development Training Programmes/ Vocational Courses (Short or Long Duration).
9. The SoP of any such works must be followed strictly.

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Basic Requirements-

The applicants should have the following.

Individual Trainers	Organisations
a) Valid ID Proof, Address Proof, PAN, Registration in Udyam/ Artisan (Optional) [As detailed in Guidelines for Online Application]	a) Valid Registration/ Trade License, PAN/TAN, GSTIN(Optional), MoA, Address Proof, ID proof of the Head of the organisation etc.
b) Excellent skills in the related trade/ service	b) Audited Accounts and Income Tax Returns of Last 3 Financial years [As detailed in Guidelines for Online Application]
c) Experience in Training and/ or manufacturing/ providing service in the related trade/ service	c) A well-maintained Panel of Skilled Trainers for the Trades applied for
d) Ability to juggle priorities and maintaining timelines.	d) Experience in running such type of courses
e) Ability to organize and monitor the programmes according to the rules and regulations	e) Recognition/ Affiliation with Organisations/ Govt. Agencies/ Institutes
f) Capacity of serving machineries, equipments and training materials for the training programmes in urban and rural areas of target districts of West Bengal.	f) Capacity of serving machineries, equipments and training materials for the training programmes in urban and rural areas of target districts of West Bengal.
g) Capacity of providing handholding support to the target groups for marketing, network building for a certain time period.	g) Capacity of providing handholding support to the target groups for marketing, network building for a certain time period.
h) Computer Skills (Optional)	

Eligibility Criteria

Individual Trainers
Qualification in the Vocational Field
a) For High Skill Trades: Advanced Diploma/ Diploma from a recognized Training Institute AND At least 7 Years of Experience in the field of Training [List of Trades in Annexure-I]
b) For Medium Skill Trades: Certificate Course (minimum 6 months) in the Vocational Trades from a recognized organisation AND At least 7 Years of Experience in the field of Training [List of Trades in Annexure-I]
c) For Other Trades: At least 7 Years of Experience in the field of Training AND 10 years' experience as artisan/ manufacturer in the field [List of Trades in Annexure-I]
d) For all categories: Experience to provide such Trainings under sponsorship of Government/ Non-Government Organisation OR as Self Employed in Last 3 Financial Years
Relaxation: For members of Self-Help Groups of Cooperatives – Trained under ICMARD and having quality manufacturing/ service and sufficient market experience as entrepreneur may also apply. Selection would be done based on Interview.

Organisations
a) Valid Registration Certificate/ Trade License, PAN/ TAN, GSTIN (Optional) as on date of application
b) Financial Viability as per Audited Balance Sheet and Income Tax Return in Last 3 Financial Years
c) Having Registered Or Correspondence Office in the State of West Bengal
d) Affiliation/ Recognition under any Govt. Organisation (Optional as noted below)
e) For High Skill Trades: Running Professional Courses under NSDC/ PBSSD/ Recognized University and/ or as Vocational Training Institute for At least last 7 Years of Experience in the field of Training [List of Trades in Annexure-I]
f) For Medium Skill Trades: Organizing Training Programmes under aegis of any Govt./ Non-Govt. Organisation in Last 3 years [List of Trades in Annexure-I]
g) For Other Trades: Organizing Training Programmes under aegis of any Govt./ Non-Govt. Organisation in Last 3 years [List of Trades in Annexure-I]
Relaxation: For Cooperative Organisations and Self-Help Groups – Cooperatives and Self-Help Groups not yet affiliated/ recognized under any Govt. Organisation but with experience of running such courses may also apply. However, they would be required to avail such affiliation within a year of empanelment. Selection would be done based on Interview.

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General Terms and conditions

1. The selected candidates would be treated as Empanelled Training Provider Certified by the ICMARD. However, The Empanelment is NOT to be treated as "employment" or "engagement" or "collaborative contract" in any manner.
2. The empanelment does not attract any guarantee to get work order for training.
3. The training programmes would be conducted on strictly Training Need Basis as and when required and the same would be communicated to the selected Training Provider duly.
4. **Validity:** Validity of the empanelment is 3 years w.e.f. the date of empanelment.
5. Selection of Training Providers in respect of conducting training/ course will be made by ICMARD on the basis of the Training Need, location and availability of Skilled Trainers, training equipments for specific trades for various target groups.
6. The panelists may be also given responsibility of arrangement of logistics of training programmes only in case where the same is not available within the capacity of ICMARD or funding Organisations.
7. In case of programmes provided by ICMARD, the empanelled Training Provider must adhere to the Standardised Training Modules of ICMARD, quality and quantity of materials and equipments, Rules and Regulations, Budget and payment terms, Terms for monitoring of the programme and any other terms and conditions as would be specified in the work order.
8. In case the empanelled Training Provider (TP) is selected by Govt./ Non-Govt. Cooperative Organisations other than ICMARD for conduction of Training Programmes, ICMARD must be duly informed by the TP about any such programmes.
9. The Training Provider should provide the Standardised Training Modules of ICMARD to any such authority under the Cooperative fold, including Rules and Regulations, Qualification of Trainers, Standardised Quality and Quantity of Training Materials, Programme Monitoring Formats and Budget before conduction of programmes.
10. While conducting programme for Govt. or Non-Govt. Cooperative Organisations other than ICMARD, the Training Module submitted to any such authority must be authenticated by ICMARD before submission to the respective Organisations.
11. After acceptance of the authenticated module, endorsed copy should be forwarded to ICMARD by the TP.
12. Violation of any of the above Terms & Conditions may lead to cancellation of Empanelment.
13. ICMARD authority reserves the right to cancel the empanelment without assigning any reason whatsoever.

Selection Process

1. **1st Round** - The Selection Committee of ICMARD would scrutinize the applications portfolios and 1st Round of selection would be made based on the eligibility and portfolio of the applicants.
2. **2nd Round**- Second Round of the selection would be done through document verification and interview of the candidates as per notification circulated by ICMARD if necessary. Candidates would be notified by Email for the same.
3. Interview would be based on different parameters set by the Selection Committee and final selection would be made on the basis of scores secured by the candidates.
4. Certificate of Empanelment would be issued to the selected panelists.
5. Appeals for reconsideration shall be exclusively under the discretion of the Selection Committee.

Helpline for any Clarification: 9674995849.

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ANNEXURE- I LIST OF TRADES & SERVICES UNDER DIFFERENT CATEGORIES

HIGH SKILL TRADES	MEDIUM SKILL TRADES
<ol style="list-style-type: none">1. Basic/Advanced Computer Application2. Desktop Publishing3. Tally4. GST & Income Tax5. Web Designing & Development6. Hardware and Networking7. Digital Photography8. Solar Technology Installation Operation and Maintenance9. Retail Operations10. Home Appliances Repairing11. Mobile Repairing12. Domestic Electrician13. Industrial Sewing Machine Operator14. Domestic Health Attendant15. Community Health Worker16. Phlebotomy17. Geriatric Caregiver18. Crèche Management19. Yoga Consultant/ Physical Trainer20. Machine Made Sanitary Napkin Production21. Handmade Sanitary Napkin production22. Milk Production Management23. Travel Management24. Eco Tourism25. Pollution Control26. Marketing Management27. Entrepreneurship Development Programme28. Basic Accounting and Administrative Operations	<ol style="list-style-type: none">1. Basic Tailoring and Garments Making2. Advanced Tailoring and Garment Making3. Machine Wool Knitting4. Designer Saree, Kurta, Jacket Making5. Jute Bag Making6. Cloth/ Canvas/ Jeans Bag Making7. Leather Batik Bag8. Basic Beautician Training9. Advanced Beautician Training- Make Up10. Advanced Beautician Training- Hair Styling and Hair Cutting11. Integrated Farming System12. Nursery Technique and Management13. Polyhouse Technique and Management14. Post-Harvest Management15. Rain Water Harvesting16. Dragon Fruit Farming17. Dairy Development18. Feed and Fodder Production19. Poultry Farming/ Backyard Poultry20. Hatchery21. Duck/ Campbel/ Turkey/ Koyel/ Banraj/ Karaknath Farming22. Rabbit Rearing23. Goat Rearing24. Pig Rearing25. Ornamental Fishery26. Backyard Fishing Tank27. Pisciculture28. Sericulture29. Organic Farming30. Vermicompost Production31. Azola Farming32. Operating Food Processing Units33. Bee Keeping and Honey Making34. Ornamental Gardening35. Cultivation of Medicinal Plants36. Cultivation of Commercial Flowers37. Mushroom Cultivation38. Bio Stimulants/ Pesticides39. Production of Dye/ Alta/ Vermillion etc.40. Bori/ Papad Making41. Fruits and Vegetables Preservation and Processing42. Pickle/ Jam/ Jelly and Juice Making43. Bhujia and Other Snacks Making44. Homemade Bakery- Chocolate & Cake45. Spice Production46. Ginger, Garlic Paste Production47. Cooking & Catering Services48. Pottery and Ceramic49. Production of Vinegar and Burnish50. Hand Sanitiser/ Hand Wash51. Production of Phenyl/ Floor Cleaner/ Toilet Cleaner etc.52. Production of Soap/ Shampoo/ Hand Wash etc.53. Home Stay Management54. Unarmed Security Guard
Other Trades <ol style="list-style-type: none">1. Hand Embroidery2. Zori Craft3. Chikon Kari4. Kantha Stitch5. Nakshi Kantha6. Bandhni/ Batik Print7. Block Printing8. Tie & Dye of Cloths9. Hand Fabric10. Jute Craft and Jute Ornaments11. Jute Utility Product Making12. Fashion Jewellery and Costume Jewellery13. Soft Toy Making14. Paper Craft/ Handmade Paper Craft15. Bamboo Craft16. Cain Craft17. Wood Craft18. Mat Making19. Sal Leaf Crockery Making20. Hyacinth Products Making21. Rubber Stamp Making22. Agarbati Making23. Ornamental Candle Making24. Lac Product25. Dokra Art26. Terracotta Art	Others

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Copy forwarded to –

1. Registrar of Cooperative Societies, Govt. of West Bengal
2. Addl. RCS, (SHG Cell), Cooperation Directorate, Govt. of West Bengal
3. Addl. RCS (Training Cell), Cooperation Directorate, Govt. of WB
4. Managing Director, The WBSCARD Bank Ltd.
5. All Ranges under Cooperation Directorate, Govt. of West Bengal
6. All DCCBs of West Bengal
7. All PCARDBs of West Bengal
8. Notice Boards of WBSCARDB/ ICMARD/ RICMARD
9. Website of ICMARD/ WBSCARDB

Sub

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