



ICMARD



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

Training Institute of The WBCARD 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.- 2289/2025-2026/228

June 18, 2025

EXPRESSION OF INTEREST

Empanelment of Training Providers for Skill Development Trainer Panel of ICMARD

Online Applications are invited from the 2022 panelists of Skill Development Trainer's Panel of ICMARD for renewal of the empanelment.

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

NON-REFUNDABLE APPLICATION FEE	Self Help Groups/ Members of Self Help Groups- ₹. 250/- (Rupees Two Hundred Fifty Only)
	Individual Trainers/ Cooperatives- ₹. 500/- (Rupees Five Hundred Only)
	All other Organisations - ₹. 1000/- (Rupees One 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: 29-06-2025 5.00 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] b) Excellent skills in the related trade/ service c) Experience in Training and/ or manufacturing/ providing service in the related trade/ service d) Ability to juggle priorities and maintaining timelines. e) Ability to organize and monitor the programmes according to the rules and regulations 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. h) Computer Skills (Optional)	a) Valid Registration/ Trade License, PAN/TAN, GSTIN(Optional), MoA, Address Proof, ID proof of the Head of the organisation etc. b) Audited Accounts and Income Tax Returns of Last 3 Financial years [As detailed in Guidelines for Online Application] c) A well-maintained Panel of Skilled Trainers for the Trades applied for d) Experience in running such type of courses 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. g) Capacity of providing handholding support to the target groups for marketing, network building for a certain time period.

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) Mandatory For all categories: Experience to provide such Trainings under aegis of Cooperation Department/ Cooperatives/ Govt./ Non-Govt. Organisation in Last 3 Financial years [List of Trades in Annexure-I] OR as Self Employed in Last 3 Financial Years

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/ Other Trades: Organizing Training Programmes under aegis of Cooperation Department/ Cooperatives/ Govt./ Non-Govt. Organisation in Last 3 years [List of Trades in Annexure-I] g) Mandatory For all categories: Experience to provide such Trainings under aegis of Cooperation Department/ Cooperatives/ Govt./ Non-Govt. Organisation in Last 3 Financial years [List of Trades in Annexure-I]

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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.

Renewal Process

1. **Renewal would be done on scrutiny of the information and documents submitted by the applicants.**
2. **The candidates may be called upon an interview and verification of the documents if necessary.**
3. Certificate of Empanelment would be issued to the selected panelists.
4. 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"> Basic/Advanced Computer Application Desktop Publishing Tally GST & Income Tax Web Designing & Development Hardware and Networking Digital Photography Solar Technology Installation Operation and Maintenance Retail Operations Home Appliances Repairing Mobile Repairing Domestic Electrician Industrial Sewing Machine Operator Domestic Health Attendant Community Health Worker Phlebotomy Geriatric Caregiver Crèche Management Yoga Consultant/ Physical Trainer Machine Made Sanitary Napkin Production Handmade Sanitary Napkin production Milk Production Management Travel Management Eco Tourism Pollution Control Marketing Management Entrepreneurship Development Programme Basic Accounting and Administrative Operations 	<ol style="list-style-type: none"> Basic Tailoring and Garments Making Advanced Tailoring and Garment Making Machine Wool Knitting Designer Saree, Kurta, Jacket Making Jute Bag Making Cloth/ Canvas/ Jeans Bag Making Leather Batik Bag Basic Beautician Training Advanced Beautician Training- Make Up Advanced Beautician Training- Hair Styling and Hair Cutting Integrated Farming System Nursery Technique and Management Polyhouse Technique and Management Post-Harvest Management Rain Water Harvesting Dragon Fruit Farming Dairy Development Feed and Fodder Production Poultry Farming/ Backyard Poultry Hatchery Duck/ Campbell/ Turkey/ Koyel/ Banraj/ Karaknath Farming Rabbit Rearing Goat Rearing Pig Rearing Ornamental Fishery Backyard Fishing Tank Pisciculture Sericulture Organic Farming Vermicompost Production Azola Farming Operating Food Processing Units Bee Keeping and Honey Making Ornamental Gardening Cultivation of Medicinal Plants Cultivation of Commercial Flowers Mushroom Cultivation Bio Stimulants/ Pesticides Production of Dye/ Alta/ Vermillion etc. Bori/ Papad Making Fruits and Vegetables Preservation and Processing Pickle/ Jam/ Jelly and Juice Making Bhujia and Other Snacks Making Homemade Bakery- Chocolate & Cake Spice Production Ginger, Garlic Paste Production Cooking & Catering Services Pottery and Ceramic Production of Vinegar and Burnish Hand Sanitiser/ Hand Wash Production of Phenyl/ Floor Cleaner/ Toilet Cleaner etc. Production of Soap/ Shampoo/ Hand Wash etc. Home Stay Management Unarmed Security Guard
Other Trades <ol style="list-style-type: none"> Hand Embroidery Zori Craft Chikon Kari Kantha Stitch Nakshi Kantha Bandhni/ Batik Print Block Printing Tie & Dye of Cloths Hand Fabric Jute Craft and Jute Ornaments Jute Utility Product Making Fashion Jewellery and Costume Jewellery Soft Toy Making Paper Craft/ Handmade Paper Craft Bamboo Craft Cain Craft Wood Craft Mat Making Sal Leaf Crockery Making Hyacinth Products Making Rubber Stamp Making Agarbaty Making Ornamental Candle Making Lac Product Dokra Art Terracotta Art 	Others

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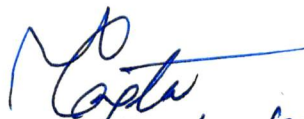
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Eol No.- 2289/2024-2025/228(2)/

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Copy forwarded to –

1. Notice Boards of WBSCARDB/ ICMARD/ RICMARD
2. Website of ICMARD/ WBSCARDB
3. Panelists of 2022 Skill Development Trainer Panel of ICMARD (47)


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ICMARD/8/06/2025