

West Bengal Swarojgar Corporation Limited

(Nodal Ministry: Self Help Group & Self Employment Deptt., Govt. of W.B.)

REF No: WBSCL_TRG_2023-2024

**For the Empanelment of Training Providers with WBSCL for implementing the Skill
Development Trainings in West Bengal
(As per Memo No.1263-SHGSE-20099/21/2019 (Com. No.24778 dt.17/11/2023))**

1. Invitation of application for Empanelment through E-tender Portal, Govt. of West Bengal:

- E-Tenders are invited by the **West Bengal Swarojgar Corporation Limited** from reputed bonafide Company/Trust/Society /Partnership firm/ Proprietor/ Corporation/ Government entity / other entities incorporated under respective statutory act(s) for **conducting Skill Development Training in 22 nos. Trade (Annexure-A)**.
- Tenderers must furnish full data and information as required in this tender document.
- E-tenders shall have to be uploaded to **<https://wbtenders.gov.in> website.**
- The Competent Authority reserves the right to accept or reject any or all tenders **without assigning any reasons.**
- Any form of canvassing shall be deemed as reason for disqualification.
- Any disputes will be attended to within the jurisdiction of Kolkata.
- **Bidder's details must be filled up and uploaded by the applicant after going through the approved tender documents.**
- **All documents are to be properly scanned and uploaded in E-tender portal as stated.**
- For any clarification you may contact Sri Tarun Kumar Kundu , GM (ADMN & HR) 9830652543/ Sri Arabinda Mondal , Consultant (ADMN & HR) 9903357377.

For and on behalf of West Bengal Swarojgar Corporation Limited.

Sd/-
Managing Director

Place: Kolkata
Date: 15/07/2024

2. Basic Eligibility Criteria for being empanelled:

- i. Must be a Company/Trust/Society /Partnership firm/ Proprietor/ Corporation/ Government entity / other entities incorporated under respective statutory act(s).
- ii. Must have been incorporated for a minimum period of two years as on the date of application
- iii. Must have a minimum average annual turnover of at least INR 15 Lakh in the previous two financial years.
- iv. Must have at least one domain certified trainer as on the date of application, either under its payroll or employed contractually, where the contract period should be for a minimum of 9 months from the date of application.
- v. Must not have been suspended / blacklisted by any other State Government / Central Government..
- vi. In case of Government entities, the above-mentioned requirements are not required.
- vii. TPAs should have at least 2 years of experience in the Skilling / Training procedures.
- viii. 50% placement Opportunities (for wage employment only) to be provided by TPA before final release of bill.

3. Documents to be submitted by the TPAs :

(Checklist for Training Provider Empanelment)

- i. List of documents according to the type of entity. (As per **Annexure B**)
- ii. Registered office address proof of the training provider.
- iii. Financial turnover - Audited Financial Records and CA Certificate.
- iv. Organization Bank Account details (Cancelled Cheque with Account Number and IFSC Code written in the name of the entity)
- v. Details of the Secretary / Chairman or equivalent of the entity (ID Card/PAN Card / Contact Details provided under organisational seal).
- vi. Domain-certified trainer information mentioning Name, Contact Details, ID Card, PAN Card, ToT Certification No./ToT expiry date/domain details/scanned copy of ToT Certificate
Validity of the ToT (Training of Trainers): Certificates issued by WBSCTVESD should be a valid for period of at least one year from the date of application.
- vii. Self-attestation / undertaking that the entity has not been suspended / blacklisted by any other State Government / Central Government.
- viii. Training provider undertaking its commitment to follow prevailing Scheme guidelines and modifications thereof
- ix. Records pertaining to skilling experience and placement linkage.

4. Conditions of Training Centre Approval:**a) Training Centre Eligibility (for approval)**

- i. Training centre can be opened anywhere in the State of West Bengal. Department / WBSCL may prescribe a cap on the number of training centres opened under a training provider, depending on the average annual turnover.
- ii. All training centres must mandatorily be renewed once in a year.
- iii. Trainings will have to be imparted in NSQF aligned courses that are notified by the WBSCT&VE&SD.
- iv. Domain certified trainers can be allowed to conduct trainings in a maximum of two ongoing batches, provided the batches are run in different shifts.

(b) Training Centre Checklist (Documents to be submitted mandatorily):

- i. Proof of Training centre location details (Detailed address covering up to the GP/ward/Latitude, Longitude of the training centre)
- ii. Domain details (as per NSQF or WBSCT&VE&SD)
- iii. Civil infrastructure and civil capacity (No. of trainees the centre can accommodate at one time) (Training centres must have a minimum carpet area of 750 sq. ft. or as prescribed by the NSQF)
- iv. Domain specific infrastructure details
- v. Trade license / Certificate of enlistment / Trade registration certificate of the training centre
- vi. Rent agreement / Tenancy document / Ownership document.
- vii. Electricity connection (Electricity bill of the previous month)
- viii. Domain-certified trainer information mentioning Name, Contact Details, ID Card, PAN Card, ToT Certification No./ToT expiry date/domain details/scanned copy of ToT salary slip or Bank statement
Certificate of the ToT (Training of Trainers) should be valid for a minimum period of one Year from the date of application.
- ix. Adequate domain-specific Teaching-Learning Materials (TLMs) (at least 30 copies)
- x. High-speed Internet connectivity (with at least one Wifi Router Landline)
- xi. Training centre-in-charge details (Name / Contact detail / ID Card / Salary slip or bank statement)
- xii. Undertaking from domain-certified trainer(s) and the training centre-in-charge regarding their association with the training centre for a minimum period of 6 (six) months from the date of application.
- xiii. Basic health, hygiene and safety measures adopted (Separate washroom for men and women, sufficient portable water for all candidates).
- xiv. Receipt of training centre approval fee (if applicable)
- xv. One photograph of the training centre façade

(c) Training Centre Approval Process:

- i. District Magistrates to approve the Training Centres on the basis of Inspection.
- ii. Inspection Team to be led by an Officer not below the rank of Deputy Magistrate. Officials from the Department of SHG&SE to be included in the Team.

iii. Before renewal also, an Inspection should be made.

5. Selection of Trainees

Selection of Trainees will not be a mandate of TPAs. It will be done by the District level Committee, who will also certify that the programme has been duly completed after completion of each training programme.

7) Training Courses:-

Training on trades to be undertaken are designed (Course Design, Syllabus and Duration) by WBSCTVESD (**Annexure A**). WBSCTVESD will also undertake the assessment of trainees and certification in respect of ToT for the training programmes that will be organized by this Department

8) Training Rates & Duration etc:-

The rates of training to be provided to the Training Provider Agencies (TPAs) and the Duration of Training have been given in **Annexure -A**.

9) CRITICAL DATES :

Sl. No.	Particulars	Date & Time
1	Bid Submission Start Date:	17/07/2024 at 10 am
2	Bid Submission Closing Date:	07/08/2024 at 11 am
3	Technical Bid opening Date (online):	09/08/2024 at 12.30 pm
4	Date of uploading list for technically qualified bidder (online):	To be notified later on

Sd/-
Managing Director
West Bengal Swarojgar Corporation Ltd

LIST OF 22 SHORT TERM TRAINING DETAILS

ANNEXURE A

1. HANDLOOM TEXTILE / APPAREL / FURNITURE / FURNISHING (CODE : 001)

Sl. No.	COURSE NAME	WBSCTVESD COURSE CODE	COURSE DURATION	SECTOR	Rate/Hour (Rs.)
1	TOY MAKER (SOFT TOYS),V2	STC-HAC/2022/1505, V2	390	HANDICRAFTS & CARPETS	42.00
2	WOODEN FURNITURE MAKER, V2	STC-INT/2022/1202, V2	390	FURNITURE & FITTINGS	42.00
3	JARI WORK AND KANTHA EMBROIDERY, V2	STC -APL /2022 / 0305, V2	330	APPAREL, MADE-UPS & HOME FURNISHING	42.00
4	COTTON MUSLIN KHADI WEAVER	TXT/2021/CMK W/116	260	TEXTILES & HANDLOOMS	49.00
5	GARMENT MANUFACTURING, V2	STC-APL/NSQF-2022/0304,V2	390	APPAREL, MADE-UPS & HOME FURNISHING	42.00

2. JUTE / LEATHER / SHOLA PITH ETC. (CODE : 002)

Sl. No.	COURSE NAME	WBSCTVESD COURSE CODE	COURSE DURATION	SECTOR	Rate/Hour (Rs.)
1	SANTI NIKETAN LEATHER GOODS DESIGNING AND MAKING	LEA/2021/LGUT /047	240	LEATHER	42.00
2	SHOLA PITH FLOWER & HANDICRAFTS DESIGNER	HAC/2021/SPHD /042	300	UNORGANISED SECTOR (SHG/MSME)	42.00
3	JUTE HANDBAGS, PURSE, HANDICRAFTS MAKING	TXT/2021JHPH/ 109	260	TEXTILES & HANDLOOMS	42.00
4	JUTE (HANDICRAFT) PRODUCT MAKER	STC - AGR/2022/0229, V2	390	AGRICULTURE	42.00

3. FOOD PRODUCTS (CODE : 003)

Sl. No.	COURSE NAME	WBSCTVESD COURSE CODE	COURSE DURATION	SECTOR	Rate/Hour (Rs.)
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1	JAM, JELLY, KETCHUP AND PICKLE MAKING TECHNICIAN, V2	STC - FPT /2021/1101, V2	390	FOOD PROCESSING	35.10
2	DAIRY FARM WORKER, V2	STC - AGR/2021/0205, V2	390	AGRICULTURE	35.10
3	FISH FARM WORKER, V2	STC - AGR/2021/0201, V2	390	AGRICULTURE	35.10
4	POULTRY FARM WORKER, V2	STC - AGR/2021/0207, V2	390	AGRICULTURE	35.10

4. ELECTRICAL / ELECTRONICS (CODE : 004)

Sl. No.	COURSE NAME	WBSCTVESD COURSE CODE	COURSE DURATION	SECTOR	Rate/Hour (Rs.)
1	DATA ENTRY OPERATOR WITH THE INTRODUCTION OF DTP, V2	STC- ITE/DEDP/2107, V2	390	IT AND IT RELATED SERVICES	42.00
2	ACCOUNTING ASSOCIATE, V2	STC- BFI/2022/0501, V2	390	BANKING, FINANCIAL SERVICES AND INSURANCE	35.10
3	JR. MOBILE AND SMARTPHONE REPAIR ASSISTANT	ELE/2023/MSRA /180	420	ELECTRONICS & HARDWARE	42.00
4	ASSISTANT RURAL ELECTRICIAN CUM LINEMAN, V2	STC -PWR/2021 /3101, V2	390	POWER	42.00

5. MISC. (CODE : 005)

Sl. No.	COURSE NAME	WBSCTVESD COURSE CODE	COURSE DURATION	SECTOR	Rate/Hour (Rs.)
1	BEAUTICIAN,V2	STC- B&W/2022/06 01,V2	390	BEAUTY AND WELLNESS	42.00
2	VERMI COMPOSTER,V2	STC - AGR/NSQF- 2022/0234,V2	360	AGRICULTURE	42.00
3	INTERIOR DECORATION AND BEAUTIFICATION ,V2	STC- INT/INDB/120 4,V2	390	FURNITURE & FITTINGS	42.00
4	SUPPLY CHAIN OPERATIONS	LGS/2021/SCO A/079	366	LOGISTICS	35.10
5	ACCOMMODATION OPERATIONS - RECEPTIONIST CUM CARETAKER,V2	STC- THC/ACOP/380 6, V2	390	TOURISM AND HOSPITALITY	35.10

Entity Wise Document List**Annexure B**

1	Govt. Organization/s (Note: Any Six (6) out the Seven (7) documents as mentioned above is mandatory)	1	An order from ADM skills or a letter from District Head of Line department
		2	TAN
		3	Address proof
		4	Letter mentioning Receipt head of Account
		5	Establishment order of Training Centre / Venue.
		6	SPOC order of Line Department
		7	Photograph of Training Centre / Venue.
2	Govt. University	1	Scanned copy of Power of Attorney in the name of signatory/ Point of Contact
		2	Scanned copy of Address Proof

		3	Scanned copy of Identity proof of University Registrar/Asst. Registrar
		4	Scanned copy of University Act
		5	Scanned copy of University TAN No. and GST Registration No.
		6	Scanned copy of Income Tax Return Last FY
3	Limited Company	1	Photographs of Owner or Board Members
		2	Copy of cheque/passbook showing IFSC and Account number
		3	PAN card of the Company
		4	TAN of Company
		5	Certificate of Incorporation under Company Reg. Act. + Registration certificate of LLP
		6	Address Proof
4	Partnership Firm	1	Registration Certificate
		2	Copy of cheque/passbook showing IFSC and Account number
		3	PAN card of the Firm
		4	Partnership Deed
		5	Photographs of the Partners
		6	Address Proof
5	Private Limited Company	1	Address Proof
		2	Copy of cheque/passbook showing IFSC and Account number
		3	PAN card of the Company
		4	TAN of Company
		5	Photographs of Minimum Two Directors
		6	Certificate of Incorporation under Company Reg. Act.

6	Proprietor	1	Income Tax Return Last Assessment Year
		2	PAN card
		3	Valid Trade License
		4	Photographs of Proprietor
		5	Copy of cheque/passbook showing IFSC and Account number
		6	Address Proof
7	Pvt. University	1	Scanned copy of Identity proof of University Registrar/Asst. Registrar
		2	Scanned copy of Power of Attorney in the name of signatory/ Point of Contact
		3	Scanned copy of Address Proof
		4	Scanned copy of Income Tax Return Last FY
		5	Scanned copy of University Act
		6	Scanned copy of University TAN No. and GST Registration No.
		7	Photographs of the highest authority of the society
8	Society	1	Pan card of Society
		2	Society registration certificate documents/Full Document.
		3	MOA of the society Full Document
		4	Address proof
9	Trust(Including other non profit organizations/ (Left Thumb Impression) Sheet in the Trust deed documents Section 8 Company)	1	Page containing with Certificate of Admissibility and Registration No. in the Trust deed documents/ Certificate of incorporation.
		2	Copy of cheque/passbook showing IFSC and Account number
		3	Page containing the Photographs of Trustees along-with Signature & LTI (Left Thumb Impression) Sheet in the Trust deed documents
		4	TRUST DEED Documents/ Trade License.
		5	PAN card of the Trust/ Section 8 Company.
		6	Address Proof