



**WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES & OTHER  
BACKWARD CLASSES DEVELOPMENT & FINANCE CORPORATION**

**(A Govt. of West Bengal Undertaking)**

**CF-217/A/1, Sector-I, Salt Lake, Kolkata -700064**

**EXPRESSION OF INTEREST**

***FOR***

**EMPANELMENT AS TRAINING PROVIDERS OF PROJECT  
LINKED SKILL DEVELOPMENT PROGRAMMES  
FOLLOWING NATIONAL SKILL QUALIFICATION  
FRAMEWORK**

**Ref No. 562/SCTB    Date: 25/7/2023**

## NOTICE INVITING EXPRESSION OF INTEREST

*for empanelment as training providers of Project linked Skill Development Programmes following National Skill Qualification Framework*

### **WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES & OTHER BACKWARD CLASSES DEVELOPMENT & FINANCE CORPORATION**

(A Government of West Bengal undertaking)

Regd. Off.: CF-217/A/1, Sector - I, Salt Lake, Kolkata-700 064

☎ 033-4026-1500/1505/1509-31 📠 033-4005-1233/1234

Email ID - [wbscstdfc@gmail.com](mailto:wbscstdfc@gmail.com)

Ref No. 562/SCTB

Date: 25/7/2023

West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation, a Government of West Bengal undertaking (hereinafter referred to as the "Corporation") implements various Schemes for social and economic uplift of the Scheduled Castes, Scheduled Tribes and Other Backward Classes in the state of West Bengal. The Corporation intends to prepare a panel of competent Training Providers who have sufficient experience and credentials for conducting Skill Development training as per National Skills Qualification Framework (NSQF) of Ministry of Skill Development and Entrepreneurship, Government of India. The Corporation invites Expression of Interest from Govt. / Non-Govt. organizations and institutions who may express their interest in compliance with the qualifying criteria as provided below. *Sector Skill Councils (SSCs) and State and Central Government organisations capable of conducting short term Skill Development training need not apply for this empanelment exercise.*

#### **A. Minimum Qualifying Criteria (Mandatory Requirement) for Participation**

The applicant shall either be a registered / unregistered partnership firm (including limited liability partnership) or a company limited by shares or guarantee (private or public) or a society or a trust or a cooperative society incorporated/registered under the applicable laws of India. Joint applications by way of a consortium will not be entertained. In addition, the applicant shall fulfill

the following Technical Capacity and Financial Capacity criteria:

**(i) Technical Capacity requirements are as follows: -**

- (a) The applicant shall be partner of NSDC (National Skill Development Corporation) or affiliates to Sector Skill Council/ Councils (SSC).
- (b) The applicant shall produce records satisfactorily evidencing: -
  - (i) Its presence in West Bengal for at least 2 years during the last 5 years in terms of having at least one operational SMART center in at least 3 districts out of the 23 Districts of West Bengal.
  - (ii) Conducting skill development training under Government/PSU/Financial Institutions mandate of at least 2,500 candidates, in terms of the Gazette Notification No. H-22011/2/2014-SDE-I of the Ministry of Skill Development and Entrepreneurship, Government of India (“Common Norm Notification”) including any amendments thereto, during the last 5 financial years i.e., 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023.
  - (iii) Providing employment sustainably to at least 2,000 candidates in total during the last 5 financial years i.e., 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023.
  - (iv) Having valid contracts for Manpower Supply/ Placement with any agency/Organization.
  - (v) If the applicant has earlier undertaken skill training for the Corporation, the services of the applicant should not have been terminated unilaterally by the Corporation or mutually by both the parties or withdrawn by the applicant, for failure to render the training services, to the satisfaction of the Corporation or for proven incapacity.

**(ii) Financial Capacity requirements are as follows: -**

The applicant shall have Average Annual Turnover of at least ₹ 1,00,00,000/- (*Rupees One Crore*) only during the financial years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022.

**B. Technical Presentation**

The applicants who are found to have met the Qualifying Criteria will be shortlisted and required to make a Technical Presentation before the Evaluation Committee formed by the Corporation for such purpose, as per date and time notified by the Corporation. The shortlisted applicants would be informed over phone/ e-mail about the schedule of Technical Presentation before the Evaluation Committee. The marking methodology followed for evaluation of applicants shall be as follows:

Sl.	Category	Range	Marks
1.	No. of SSC approved centres, at a minimum of 3 districts in West Bengal	3-6	5
		7-10	7
		More than 10	10
2.	Average No. of manpower for each course in each district in payrolls with requisite qualifications and experience (manpower without qualifications and/or any experience, will not be considered)	1-3	5
		4-6	7
		7-10	10
3.	No. of candidates trained during last 5 years.	2,500 - 4,000	5
		4,001 - 5,000	10
		More than 5,000	15
4.	No. of candidates provided with job placement during last 5 years.	2,000 - 2,500	7
		2,501 - 3,500	10
		More than 3,500	15
5.	No. of Government orders executed (including ongoing projects).	1-3	5
		4-6	10
		7-10	15
		More than 10	20
6.	No. of Manpower Supply/ Placement Agreements entered (in force) as on date in West Bengal.	1	3
		2	6
		More than 2	10

7.	Technical Presentation	SOP for Project implementation	0-10
		Supervision and monitoring framework	0-10

The applicants will be marked on a maximum of 100 marks as per the marking methodology given above. All those applicants who obtain a minimum of 50 marks in total, which shall include atleast the minimum marks in each Category, 1 to 7, will be considered eligible for empanelment. The marking shall be done by the Committee after Technical Presentation is completed. Decision of the Evaluation Committee shall be final and binding.

### **Sectors for empanelment**

The Corporation is interested to conduct skill development activities for its target group people in the following sectors in future: -

Agriculture, Apparel, Automotive, Beauty & Wellness, Construction, Electronics, Handicrafts and Carpet, Banking Financial Services and Insurance (BFSI), Healthcare, Retail, Instrumentation & Automation, Information Technology & Information Technology enabled Services, Leather, Tourism & Hospitality, Food Processing, Media & Mass Communication, Plumbing, Management & Entrepreneurship, Green Jobs, Telecom, Security & Surveillance and other admissible Sectors constituted by the Ministry of Skill Development & Entrepreneurship, Government of India and NSDC and mentioned in the Common Norm Notification.

### **Mode of submission of EOI**

Interested applicants will have to express interest on their letterhead addressed to the Managing Director, West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation along with information as provided in Forms A to E and documents in support. Sealed cover containing the above documents should reach the office of the Corporation located at CF-217/A/1, Sector-I, Salt Lake, Kolkata - 700 064 latest by **3-00 PM of 11-08-2023**. Applications sent

elsewhere or after the cutoff date and time will not be entertained under any circumstances. All the forms and documents submitted by the applicants along with their application letter should be duly signed and stamped on all pages, by their authorised representatives.

The applicants interested to obtain further information may contact Dr. B. N. Sarkar, Research Officer, West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation at CF - 217/A/1, Sector - I, Salt Lake, Kolkata - 700 064 or mail their queries to [drbnsarkar@yahoo.com](mailto:drbnsarkar@yahoo.com).

The Corporation reserves the right to cancel the empanelment process at any time without assigning any reason, whatsoever, and without entertaining any claim in this respect. The Corporation reserves the right to accept or to reject any or all of the applications without assigning any reasons whatsoever. It may also be noted that merely submission of Expression of Interest shall not in any way confer any right of empanelment to any Training Provider. The empanelment shall ordinarily be valid for a period of 3 years, but the Corporation reserves the right to dissolve the panel and undertake fresh empanelment, any time prior to the expiry of 3 years.

### **Schedule**

<b>Sl.</b>	<b>Activity</b>	<b>Date</b>	<b>Time</b>
1	Publication of the EOI in the website	25.07.2023	10.00 AM
2	Last Date and Time for submission of interest	11.08.2023	3.00 PM
3	Evaluation of Technical Capacity Requirements	12.08.2023 onwards	
4	Technical Presentation	17.08.2023 onwards (time to be intimated)	
5	Uploading list of empanelled agencies	24.08.2023	
6	Issue of Letter of Award of Contract	29.08.2023	

### **Roles and Responsibilities of empanelled Training Providers:**

- 1. Centre set up:** Training Providers have to set up SMART Centres of appropriate standard as per the norms of concerned SSC to suitably conduct the course – both theoretical and practical sessions. Location shall be finalized in consultation with District Branch office/ Head Office of the Corporation. The Training provider shall

have to engage Trainers / Teachers having requisite qualification and experience as per concerned SSC and Qualification Pack compliant norms and to submit list containing particulars of Trainers and Teachers.

**Time: Within 1 month from award of contract, upon empanelment**

2. **Performance Security:** Training Providers awarded with the contract shall be required to submit Performance Security @ 3% of the total value of the Contract by Pay Order/ Banker's cheque / Demand Draft / Bank Guarantee in favour of "West Bengal Scheduled Castes, Scheduled Tribes & Other Backward Classes Development & Finance Corporation" on acceptance of the Letter of Award (LOA).

**Time: Within 7 days from award of contract.**

3. **Advertisement/ Publicity / Mobilisation:** To be made by Training Providers through insertion in the print media (local/ state level), satellite channel, and publicity through Block Offices / Panchayats in coordination with concerned District Branch offices. Hoarding / Banner of suitable size may be set up outside and inside the SMART Centres clearly indicating the scheme. Prior to publication, the Training Providers shall get the matter for publicity items vetted by the Head Office of the Corporation.

**Time: Within 15 days from setting up of Centre**

4. **Registration/ Receiving application:** The Training Provider shall develop a system for receiving application at the SMART Centres directly from the applicant / by representatives, within a specific date, either offline (by post) **or** online through the portal <http://www.wbbcdev.gov.in>. Standard format for the application will be available in the portal <http://www.wbbcdev.gov.in>.

**Time: Within 3 weeks from date of advertisement**

5. **Selection Process:** The candidates may be called for selection by the Training Providers either at the Centres or at any convenient location, or at any place as may be decided by the concerned District Branch office. Selection should be made by a committee having members/ representatives from Training Provider, Block/ Panchayat Samity and the District Branch office of Corporation. All the candidates

should be briefed about the scheme/ trade/occupation and objective of the programme, evaluation and certification and what they may expect after the training. List of selected candidates is to be authenticated by putting seal and signature of the members of the committee. Hard and soft copies of the list should be sent to the Head Office and District offices of the Corporation by the Training Providers, for record.

**Time: Within 15 days from closing of application process**

6. **Preparing list of applicants/ registered candidates:** List of candidates may be prepared in soft version as well as hard copy in specified format, Centre wise, with Name, Guardian's Name, Address, Contact No., Sub-caste, Annual family income, Date of Birth, Passport Size Coloured Photograph, Photo Identification Proof (Example: EPIC / AADHAR / PAN etc.), Age in years, Educational qualification etc. SC/ST/OBC candidates, having Annual family income less than Rs. 3.00 lakh and within the age range of 18 to 35 years and having educational qualification as set by SSC for the Qualification Pack can participate only in the skill training initiative of the Corporation.

**Time: Within 7 days after selection process**

7. **Batch formation and Class Plan:** Formation of batches and classes are to be communicated to the Corporation by the Training Providers well in advance. The Training Providers should provide a Schedule of Classes before starting the batch of any particular Course. The same will be published into the official Web Portal of the Corporation i.e. <http://www.wbbcdev.gov.in>.

If any Training Provider wish to provide online classroom facility to the trainees, if any disaster within the meaning of Section 2(d) of the Disaster Management Act, 2005 has taken place or any other unforeseeable circumstances appears to have taken place, when the Corporation is of the opinion that physical classes cannot be continued till such circumstances cease to exist, the Training Provider shall share the link of online classroom at least 2 days prior to the class with Corporation. The link may be shared at the official Technical Support email address of the Corporation i.e., [support.scstdfc-wb@gov.in](mailto:support.scstdfc-wb@gov.in) with a copy to

dmhqwb@gmail.com. The same will be updated into the Class Schedule page at <http://www.wbbcdev.gov.in>.

The Class Schedule may be provided as per following format. (Sample data for ease of understanding)

<b>Course Name</b>				
<b>Training Provider</b>				
<b>Batch No</b>				
<b>Class No</b>	<b>Date</b>	<b>Time</b>	<b>Class Type (Physical/Online)</b>	<b>Venue/Online Class Link</b>
Class 1			Physical	
Class 2			Online	
Commencement of Classes should be communicated formally to the Head office and concerned District Branch offices.				

8. **Attendance:** Keeping record of attendance is mandatory. The record may be preserved properly both in soft and hard copy. The Corporation may ask for record of attendance of the Teacher/ Trainer also. The Training Providers will have to install bio-metric attendance system at the training venue for the trainees and the teachers/ trainers. Record of attendance of the trainees and the teachers/ trainers will have to be submitted as and when demanded.
9. **Assessment and Certification:** Assessment and certification of the training courses shall be done in consonance with the Common Norm Notification by concerned SSC. Cost for the same shall be reimbursed to the Training Providers on actual basis which should not exceed ₹ 1500.00 per candidate. Particulars of candidates can be uploaded in the SSCs website. Schedule for evaluation and certification are to be communicated to the Corporation (Head office and District Branch office) by the Training Providers. Certification by the concerned SSC is mandatory and no request for third party evaluation/ certification other than SSC shall be entertained. Certification by industry partner in addition shall be encouraged.
10. **Payment Milestone:**  
Common Norm Notification as amended from time to time shall be followed for determination of cost of training.

Installment	Percentage of Total Cost	Output Parameters
1 <sup>st</sup>	25%	On submission of list of Centre, list of candidates duly authenticated by the District office/Head Office of the Corporation and after one month of commencement of Training batch of selected candidates.
2 <sup>nd</sup>	40%	On completion of training, assessment and certification - Intimation to be sent through the concerned District Manager.
3 <sup>rd</sup>	35%	Based on placement, the Training Provider will be eligible for full payment (35%) if the placement percentage (job/ self-employment) is at least 70% of the certified candidates within 3 months of completion of training. Training Provider shall be paid on prorata basis on achievement of 50 to 69% placement within 3 months of completion of training. If the outcome is below 50%, no payment is admissible and the Training Provider will be excluded from the panel.

11. **Role of District Branch Offices:** District Manager, his/ her representative, representative of HO, Officers of District/ Block Administration is authorized to visit the centre/ centers and may inspect documents/ records pertaining to the training programme. Training Providers to keep the District Branch Offices informed about progress of every stage of training programme and get the particulars certified by them at every payment milestone.
12. **Penal Measures:** In case of non - compliance of any of the terms and conditions as detailed in the Clause pertaining to Roles and Responsibilities, Training Providers shall be restrained from continuation of the Training Programme and the Performance Security shall be forfeited. The Training Provider shall not be awarded any skill development programme in future by the Corporation if the

outcome is found to be less than 50% within 1 year of completion of training and the Training Provider will be excluded from the panel.

- 13. Project Documentation:** The Training Provider shall submit report on progress of the courses in specified format from time to time and submit placement records in given format. Along with this, the Training Provider shall submit audio visual documentation of success stories. Training providers should submit the Bank Particulars for remittance of course fees etc. by the Corporation through RTGS.
- 14. Call Centre Facilities** - The Training Providers shall maintain a mandatory support by way of establishing call centres for the programmes targeting more than 500 candidates in multiple locations.
- 15.** The Corporation has created Web based platform ([www.wbbcdev.gov.in](http://www.wbbcdev.gov.in)) to capture entire life cycle of each of the skill training programmes. Empanelled training providers would be provided login credentials to record every milestone starting from application process, selection of candidates, training commencement, attendance, training completion, assessment, certification and placement. District Branch Offices of the Corporation have been assigned role of supervision, monitoring and approval through portal. Training providers are expected to consult District Branch Offices at different points of time as mentioned here-in-above.
- 16. Convergence with Utkarsh Bangla initiative:** As per mandate of the Government of West Bengal, the Corporation may have to use the E - Governance Platform of Utkarsh Bangla initiative being implemented by the Technical Education and Training Department, Government of West Bengal. In such cases, the empanelled Training Providers shall have to abide by the Additional Terms & Conditions as may be determined by the appropriate authority from time to time.

**Documents to be submitted with application**

**FORM - A**

**INFORMATION SHEET**

**1.1 Identity**

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Email	
(e) Website	

**1.2 Contact Person**

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Email	

**1.3 Profile**

a) Type of organisation	
-------------------------	--

<p>b) Registration/ Incorporation details  (for companies, attach copies of certificate of incorporation with Memorandum and Articles of Association; for LLP, attach copies of certificate of incorporation with Deed of Partnership; for unregistered partnership, attach copy of Deed of Partnership; for trust, attach copy of registered Trust Deed; for society, attach copy of registration certificate with Memorandum/ Bye -Laws; for cooperative society, attach copy of registration certificate with Memorandum/ Bye -Laws)</p>	
<p>c) ISO Certification Details, if any  (Enclose copy of the certificates)</p>	
<p>d) Age of the organization</p>	
<p>e) Core competence of the organization</p>	

Apart from the above documents mentioned, enclose with Form - A, copy of the following documents:

A. GST Registration Certificate

**FORM - B**  
**TRAINING CREDENTIALS**

Sl.	Financial Year	Mandate Issuing Government Organization	Course with QP Code	District	Training Centre details	Course Duration (HRS)	No. of Candidates trained and certified

**Enclose with Form B, the following documents:**

- A. Work Order issued by Government authority for skill development training.
- B. Completion/ Satisfaction Certificate issued by Government authority upon completion of skill development training.
- C. Document showing partnership with NSDC or affiliation with SSCs.
- D. Records of assessment.

**FORM - C**

**MANPOWER CREDENTIALS**

<b>Sl.</b>	<b>Course with QP Code</b>	<b>District</b>	<b>Training Centre details</b>	<b>Total No. of Manpower</b>	<b>Categories of Manpower</b>	<b>Manpower for each category</b>	<b>Minimum qualifications for each category</b>	<b>Prior experience in No. of years</b>

Enclose with Form C, the following documents:

- A. Qualification certificate of each category of manpower
- B. Proof of experience of each category of manpower

**FORM - D**

Sl. No.	Name of the Candidate	SC/ST/OBC Certificate No.	Aadhaar No.	Address	District	Mobile No.	Mail ID	Completed Y/N	Training Update & Project Outcome Status						
									Assessment Y/N	Certification Y/N	Placement Y/N	Name & Address of the Placement Organisation	Contact Person Details With Mobile No. of the Placement organisation	Duration of Employment	Average Monthly Income
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P

Enclose with Form D, copies of the following documents:

- A. Course Completion Certificate issued to each trainee
- B. Placement Offer issued to each trainee
- C. Proof of average monthly income of the trainee (Salary Slip/ Offer Letter mentioning salary)
- D. Copies of contracts with Manpower Supply/ Placement agencies

**FORM - E**

**FINANCIAL CAPACITY**

*(On the letterhead of a qualified Chartered Accountant)*

Dated: [●]

**Certificate of Financial Capacity**

We certify that M/s \_\_\_\_\_, which is a company/ LLP/ partnership firm/trust/ society/ cooperative society, within the meaning of the \_\_\_\_\_ Act, \_\_\_\_\_, as per its books of accounts, has the following Turnover in the last 5 financial years:

<b>Financial Year</b>	<b>Turnover</b>
2021-2022	
2020-2021	
2019-2020	
2018-2019	
2017-2018	

We further certify that the said Turnover have been calculated in accordance to the formula specified in the EOI and the applicant has a positive net worth as on date.

Name of Chartered Accountant:

Seal of Chartered Accountant:

Enclose with Form E, copies of the following documents:

- A. Audited Annual Statements for each of the financial years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022.
- B. Income Tax Returns for each of the financial years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 (assessment years 2018-2019, 2019-2020, 2020-2021, 2021 - 2022 and 2022-2023)