

**Office of the Director  
Micro, Small and Medium Enterprises  
Government of West Bengal  
New Secretariat Buildings, 9<sup>th</sup> floor,  
1, K. S. Roy Road, Kolkata -700001**

No: 09/09/JD(BZ)/EDP/IM-1/2018-19

Dated 04.05.2018

**Format for submission of Expression of Interest ( EOI )**

Information provided at this stage is indicative and the approving committee reserves the right to amend / add further details as and when arises during the course of undertaking the training programme without liability or any obligation in this regard. The Department/Directorate of MSME reserves the right to carry out the capability assessment of the organization at any stage of the training programme and the decision shall be final in this regard.

Name of the project	Conducting Entrepreneurs Skill Development Training for Technical Know-How & Skill Upgradation among Prospective and Inspiring First Generation Entrepreneurs (In the categories of trade mentioned in Annexure – I) all over in the State of West Bengal on a regular basis.
Implementing Agency	Directorate of Micro, Small and Medium Enterprises, Government of West Bengal
Last date and time for submission	25 <sup>th</sup> May, 2018 up to 5:00 pm
Eligible entities	Applicant shall be an agency/firm registered under Company /Society Act/Educational Institute/ Technical Institute accredited with the Government.
Contents of EOI Application	<ul style="list-style-type: none"> <li>➤ Organisational Profile.</li> <li>➤ Financial Capability.</li> <li>➤ Available Infrastructure – i) Training Centres with Classroom &amp; workshop facility, ii) Faculty Position as per category of trade.</li> <li>➤ Existing Tie up facility with recognized organization, if any.</li> <li>➤ Credentials indicating performing such training</li> </ul>
Scope of Work and Methodology	<ul style="list-style-type: none"> <li>• Organising Skill Development Training on the Trade ( As per category mentioned in Annexure – I), at the location and within the time duration as specified / required by the Directorate of MSME.</li> <li>• Formulation of syllabi and course curriculum.</li> <li>• Identification of venue and preparation of training detail.</li> <li>• Selection of trainee in collaboration and under the control of the General Managers of the respective District Industries Centres.</li> <li>• Monitoring and post training follow up of the successful trainees with a feed back.</li> </ul>
Support System	MSME Directorate will act as an advisory body.
Eligibility Criteria	<ol style="list-style-type: none"> <li>1. The Agency/Applicant should have varied experience in this field.</li> <li>2. The applicant should have PAN &amp; GST number.</li> <li>3. The applicant should have qualified manpower strength with expertise in this</li> </ol>

	<p>field.</p> <p>4. Applicants should have never been blacklisted/debarred to participate for bidding during last five financial years by any state/Central govt. or state/Central PSU due to unsatisfactory performance, breach of general or specific instructions, self-declaration in this respect.</p> <p>5. The Department/Directorate of MSME reserves the right to carry out the capability assessment of the organization and the decision shall be final in this regard.</p>
Selection process (Overall)	For identification, short listing and selection of consultant/Agency for implementing the training programme, there will be a consultancy selection Committee at the Directorate of MSME. The decision of the committee shall be final and binding on all the participants.

Ref. No.

Date

To  
The Director,  
Directorate of Micro Small and Medium Enterprises  
New Secretariat Buildings (9<sup>th</sup> Floor)  
1, KiranSankar Roy Road, Kolkata – 700 001

**Subject: Expression of Interest (EOI) for engaging organization to Conduct Entrepreneurs Skill Development Training all over in the State of West Bengal on a regular basis.**

Sir,

With reference to your advertisement No... dated ..... on the subject cited above, we wish to apply for enrollment to conduct Skill Development Training Programme under the fold of Directorate of MSME, Government of West Bengal on a regular basis all over in the State of West Bengal. In this connection, the following documents / information are submitted in separate sheets as detailed below:

1. Organisational Profile.
2. Financial Capability.
3. Available Infrastructure – i) Training Centres with Classroom & workshop facility, ii) Faculty Position as per category of trade.
4. Existing Tie up facility with recognized organization, if any.
5. Credentials indicating performing such training

Enclosures: as above

Yours faithfully,  
Authorized Signatory

**ANNEXURE -I**

<b>Sl. No.</b>	<b>CATEGORY OF TRADES</b>
<b>1</b>	<b>BANKING AND ACCOUNTING</b>
<b>2</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>
<b>3</b>	<b>AUTOMOTIVE REPAIR</b>
<b>4</b>	<b>FABRICATION</b>
<b>5</b>	<b>ELECTRONICS</b>
<b>6</b>	<b>FASHION DESIGN</b>
<b>7</b>	<b>BRASSWARE</b>
<b>8</b>	<b>BEAUTY CULTURE AND HAIR DRESSING</b>
<b>9</b>	<b>CHEMICAL</b>
<b>10</b>	<b>GARMENT MAKING</b>
<b>11</b>	<b>GEM AND JEWELLERY</b>
<b>12</b>	<b>HOSPITALITY</b>
<b>13</b>	<b>PLASTIC PROCESSING</b>
<b>14</b>	<b>PROCESS INSTRUMENTATION</b>
<b>15</b>	<b>PRODUCTION AND MANUFACTURING</b>
<b>16</b>	<b>REFRIGERATION AND AIR CONDITIONING</b>
<b>17</b>	<b>RETAIL</b>
<b>18</b>	<b>TOY MAKING</b>
<b>19</b>	<b>CONSTRUCTION</b>
<b>20</b>	<b>WOOD WORK</b>
<b>21</b>	<b>LEATHER AND SPORTS GOODS</b>
<b>22</b>	<b>TRAVEL AND TOURISM</b>
<b>23</b>	<b>JUTE DIVERSIFIED PRODUCTS SECTOR</b>
<b>24</b>	<b>MATERIAL MANAGEMENT</b>
<b>25</b>	<b>HAND MADE PAPER AND PAPER PRODUCTS</b>
<b>26</b>	<b>INDUSTRIAL ELECTRICAL</b>
<b>27</b>	<b>GLASSWARE</b>
<b>28</b>	<b>APICULTURE</b>
<b>29</b>	<b>ELECTRICAL</b>
<b>30</b>	<b>SPA AND WELLNESS</b>
<b>31</b>	<b>RENEWABLE ENERGY</b>
<b>32</b>	<b>FRAGRANCE, FLAVOUR AND PERFUME</b>
<b>33</b>	<b>BAMBOO FABRICATION</b>
<b>34</b>	<b>SOFT SKILLS</b>
<b>35</b>	<b>HOME DÉCOR</b>
<b>36</b>	<b>TELECOM</b>