

**NOTICE FOR CONDUCTING VOCATIONAL TRAINING IN KIRAN  
CENTRES**

**WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION  
AMBER DD-27/E, Sector-I, Salt Lake, Kolkata-700064**

**INVITATION OF PROPOSAL FROM VOCATIONAL TRAINING PROVIDERS**

**WBMDFC** in collaboration with **KOLKATA POLICE** is going to launch Vocational Training Programme at the “KIRAN” centres, twenty in number, located at different Police Stations in Kolkata for candidates belonging to Minority Communities in order to improve their employability or self-employment. For this purpose, reliable and reputed Vocational Training Providers are required who can conduct Vocational Courses of three to six months’ duration as well as the Personality Development class in the concerned KIRAN centres efficiently and smoothly. Those who are interested to impart vocational training to minority candidates with the placement assistance may send the proposal in the prescribed format available at our website [www.wbmdfc.org](http://www.wbmdfc.org) to the above address latest by **17-02-14**

APPLICATIONAL FORMAT FOR VOCATIONAL TRAINING PROVIDER

**WEST BENGAL MINORITIES DEVELOPMENT & FINANCE  
CORPORATION**

PROPOSAL ON VOCATIONAL TRAINING PROGRAMME OF MINORITIES

(To be submitted by intending Vocational Training Providers)

**1. Details of The Training Course:**

- a. Title of the Training Course. -----  
WBMDFC seeks Vocational Training Providers who can conduct preferably the following job oriented courses.
- I. **Computer Financial Accounting**
  - II. **Computer Hardware & Maintenance**
  - III. **Desk Top Publishing**
  - IV. **Web Designing & Development**
  - V. **Software Development with VB & Database**
  - VI. **Front Office Management**
  - VII. **Mobile Repairing**
  - VIII. **Other Courses(please specify)**
- b. Name of Course Recognizing Agency-----  
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**2. Details regarding the Training Institution:**

- a. Background of the Institution with details  
(its location i.e. rural area,urban area,minority concentrated area ,etc.,date of formation,achievements etc.)  
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- b. Details regarding the ownership of the Institution -----  
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- c. Main activities of the Institution -----  
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- d. Qualification ,Experience,etc of the Trainers/Instructors. -----  
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- e. Details of infrastructure facilities (machinery ,tools,equipment etc.available for conducting the proposed training)-----  
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**3 . Details regarding training programme organized for the past three years under its own scheme and the schemes run by the Government / reputed NGOs.**

- a. Number of courses organized -----
- b. Number of candidates trained -----
- c. Number of candidates employed/ self employed till date-----
- d. Number of Candidates who had been able to get loan assistance from Bank or other Agencies. -----

**4. Details of syllabus:**

- a. Details regarding the learning objectives and post training benefits of the training programme (to be specified clearly in oriented terms).-----  
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- b. Details regarding the theory and practical elements in the syllabus (to be Indicated separately ) -----
- c. Details of weekly distribution of theory and practical elements in the syllabus (to be indicated along with the time frame i.e. hours/weeks to be devoted separately for theory and practical). -----  
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**5. Details regarding the cost of training**

There will be total 20 KIRAN centres spread throughout Kolkata and in each centre classes are to be held daily in 2 batches,each batch consisting of 20 students.There will be a total number of 4 batches[total 80 students] per centre,each batch shall attend class every alternative day for 2 hours duration. Special Classes on **Personality Development** will be held on Sundays – 4 days per month , 2 hrs. per day and 40 students per class.Infrastructure like place of training,electricity,computers and other related accessories will be provided by KOLKATA POLICE free of cost.

**VTP'S Scope of Work:**[1] To supply and install necessary computer softwares to run the concerned courses[2]To give study material of the concerned course to each student free of cost[3]To arrange maintenance of computer hardware[4]To appoint teacher/instructor and coordinator to run the courses at the allotted KIRAN

centres[5]To incur administrative expenses including remuneration to the teachers/instructors and coordinators.[6]To bear the Examination and Certification charges [7]To provide placement assistance free of cost.

Since final payment to VTP is based on the number of students who successfully complete the course,it is the responsibility of VTP to use ways and means to avoid drop-outs.

VTP is to mention **Course Fee per candidate** -----

**6. Placement:**

VTP is to indicate how many minority candidates would be provided **placement in %** after completion of the vocational course. -----

**7.Payment Terms:**

Advance 50% payment shall be made on commencement of classes and submission of (a)List of the selected candidates and (b) List of faculty.Balance 50% payment shall be made after completion of courses and submission of Completion Certificate. The final payment would be released after adjusting the advance amount given earlier on the basis of actual number of candidates appearing in the final examination.

**8. Documents to be submitted along with the proposal:**

- a. Copies of Annual Report, Balance Sheet(for the last 3 preceding years),  
Registration Certificate of the Training Institute/Centre and Course Recognizing Certificate.
- b. Time Table and course syllabus of the training programme.

**9. Name of the contact person with Mobile No.** -----

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*(Signature with the name of person representing the Training Institute)*

**Name of Training Institute with address**