

लिनाक के प्रशिक्षण मॉड्यूल के लिए अध्ययन सामग्री तैयार करने हेतु एजेंसी का चयन
प्रस्ताव निवेदन

Request for Proposal (RFP)
for
Selection of Agency for preparation of study material for training modules of LINAC

Sl. No.	Particulars	Tentative Days
a)	Issue of RFP (online)	14.03.2022, Monday
b)	Pre-bid meeting	23.03.2022, Wednesday
c)	Last date for submission of bid	11.04.2022, Monday
d)	Opening of technical bids	12.04.2022, Tuesday
e)	Presentations by shortlisted agency	02.05.2022, Monday
f)	Opening of the financial bids	06.05.2022, Friday
g)	Evaluation of financial bids	12.05.2022, Thursday



राष्ट्रीय सहकारी विकास निगम

NCDC

Assisting Cooperatives. Always!

सहकारिताओं की सहायता में सदैव तत्पर!

**LAXMANRAO INAMDAR NATIONAL ACADEMY FOR COOPERATIVE
RESEARCH AND DEVELOPMENT (LINAC)**

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION (NCDC)

Plot No-89, Sector- 18, Institutional Area, Gurugram, Haryana- 122015

Email: linac@ncdc.in

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लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसंधान एवं विकास अकादमी (लिनाक, गुरुग्राम)

एन.सी.डी.सी: 15-199/2022-लिनाक

दिनांक: 14.03.2022

प्रस्ताव निवेदन सूचना

लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसंधान एवं विकास अकादमी - राष्ट्रीय सहकारी विकास निगम, प्लॉट संख्या - 89, सेक्टर- 18, गुरुग्राम, हरियाणा – 122015, 10,000 एफ.पी.ओ. (FPOs) के गठन और संवर्धन, पी.एम.एम.एस.वाई (PMMSY), पी.एम.एफ.एम.ई (PMFME) और डेयरी सहकारी समितियों (Dairy Cooperatives) की योजनाओं के अंतर्गत 41 प्रशिक्षण मॉड्यूल के लिए अध्ययन सामग्री तैयार करने हेतु पंजीकृत एजेंसियों से प्रस्ताव निवेदन (RFP) अनुलग्नक - V में संलग्न दो बोली सिस्टम पर सीलबंद दर के प्रस्ताव आमंत्रित करता है।

आवश्यक योग्यता मापदंड :

एजेंसी 41 प्रशिक्षण मॉड्यूल (हिंदी और अंग्रेजी में) के लिए अध्ययन सामग्री तैयार करने हेतु प्रस्ताव प्रस्तुत कर सकती है। एजेंसी को चाहिए कि-

- प्रशिक्षण मॉड्यूल के लिए संबंधित क्षेत्र (क्षेत्रों) में ज्ञानक्षेत्र विशेषज्ञ / विषय वस्तु विशेषज्ञ हों एवं प्रशिक्षण सामग्री के अध्ययन का अनुभव होना चाहिए।
- संबंधित क्षेत्रों में प्रशिक्षण देने/प्रशिक्षण सामग्री तैयार करने का न्यूनतम 5 वर्ष का अनुभव हो।
- हिंदी और अंग्रेजी दोनों में अध्ययन सामग्री तैयार करने में सक्षम हो।

प्रस्ताव दस्तावेज (गैर हस्तांतरणीय) लिनाक कार्यालय से निःशुल्क में 10.00 बजे से 5.00 बजे तक दिनांक 11.04.2022 किसी भी कार्य दिवस पर प्राप्त किया जा सकता है। प्रस्ताव निवेदन दस्तावेज एनसीडीसी की वेबसाइट <http://ncdc.in> से भी डाउनलोड किया जा सकता है।

प्री-बिड बैठक दिनांक 23.03.2022 को पूर्वाह्न 11:00 बजे लिनाक के सरदार पटेल सभागार, गुरुग्राम में समिति सदस्यों की उपस्थिति में आयोजित की जाएगी। प्री-बिड बैठक में

भाग लेना एजेंसी के लिए वैकल्पिक है। इस तिथि के बाद प्रश्नों का व्यक्तिगत उत्तर प्रदान नहीं किया जाएगा।

प्रस्ताव निवेदन दो लिफाफों में विधिवत भरी हुई पूर्व अर्हता बोली, बिड प्रोसेसिंग फीस और बिड सिक्योरिटी फीस के साथ, मुख्य लिफाफे पर कार्य के नाम के साथ लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसंधान एवं विकास अकादमी (लिनाक), प्लॉट संख्या - 89, सेक्टर- 18, गुरुग्राम, हरियाणा – 122015 में दिनांक **11.04.2022** को अपराह्न 5.00 बजे तक अधोहस्ताक्षरी के कार्यालय में प्रस्तुत किया जा सकता है। तकनीकी बोली **12.04.2022** को पूर्वाह्न 11.00 बजे खोली जाएंगी। केवल उन एजेंसियों की वित्तीय बोली खोली जाएगी जिनकी पूर्व अर्हता बोली प्रस्ताव निवेदन में उल्लिखित पात्रता मानदंड के अनुसार स्वीकार्य होना पाया जाता है। आवश्यक जानकारी केवल संलग्न अनुलग्नक प्रारूप में प्रस्तुत की जानी चाहिए। वित्तीय बोली **06.05.2022** को पूर्वाह्न 11.00 बजे खोली जाएगी।

प्रस्ताव निवेदन की बिड प्रोसेसिंग फीस रुपये 10,000/- (केवल दस हजार रुपये) (गैर-वापसी योग्य) और बिड सिक्योरिटी फीस रुपये 50,000/- (केवल पचास हजार रुपये) "एन.सी.डी.सी. - एन.सी.एफ.टी.", गुरुग्राम के पक्ष में डिमांड ड्राफ्ट द्वारा किसी भी राष्ट्रीयकृत/ अनुसूचित बैंक द्वारा देय होगी। प्रस्ताव निवेदन को बिना बिड प्रोसेसिंग फीस और बिड सिक्योरिटी फीस के अस्वीकार कर दिया जाएगा।

लिनाक-रा.स.वि.नि. बिना कोई कारण बताए किसी भी स्तर पर किसी भी या सभी बोलियों को अस्वीकार करने का पूर्ण अधिकार सुरक्षित रखता है।

बलजीत सिंह

ले. क. (डॉ.) बलजीत सिंह
मुख्य निदेशक (लिनाक)

**Laxmanrao Inamdar National Academy for Cooperative Research and Development
(LINAC, Gurugram)**

NCDC: 15-199/2022-LINAC

Date: 14.03.2022

NOTICE INVITING REQUEST FOR PROPOSAL

Laxmanrao Inamdar National Academy for Cooperative Research and Development at plot no.89, sector-18, Gurugram, Haryana – 122015 invites **sealed Request for Proposal (RFP)** on two bid system from registered agencies for “**preparation of study material for 41 training modules for LINAC under the schemes of Formation and Promotion of 10,000 FPOs, PMMSY, PMFME and training programmes for Dairy Cooperatives**” attached with the RFP as Annexure – V.

ESSENTIAL ELIGIBILITY CRITERIA:

Agency may submit proposal for preparation of study material for 41 training modules (in Hindi and English). The agency should-

- a. Have domain experts/ subject matter specialists in the relevant field(s) for training module and should have experience of producing training materials.
- b. Have Experience of minimum 5 years of imparting training/ preparing training materials in the relevant fields.
- c. Be able to produce study material both in Hindi and English .

The RFP document (non-transferable) can be obtained from the LINAC office, free of Cost, on any working day from 10 AM to 5 PM upto **11.04.2022**. The RFP document can also be downloaded from NCDC's website <https://www.ncdc.in/>.

A pre-bid meeting will be held on **23.03.2022** at 11:00 AM. in presence of the committee members in the Sardar Patel Auditorium, LINAC, Gurugram. Attending the pre bid meeting is optional for agency. Individual response to queries will not be provided after this date.

The RFP in sealed cover (duly signed on each page by authorized person with rubber stamp of the firm), containing two envelopes i.e. technical proposal and bid processing fees and bid security fees in first envelope & Financial bid separately in sealed envelope for said work must reach LINAC office **up to 5.00 PM. on 11.04.2022**. The technical bids will be opened on 12.04.2022 at 11.00 AM. The Financial bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the RFP document. The required information must be furnished in attached annexure format only. Financial bid will be opened on 06.05.2022 at 11.00 AM.

The RFP should be accompanied with **bid processing fees (non-refundable) of INR 10,000/- (Rupees ten thousand only) and Bid Security of INR 50,000/- (Rupees fifty thousand only)** in the form of a demand draft drawn on any nationalized / scheduled bank payable at par in Gurugram, in favour of “**NCDC – NCFT**”. The tenders without bid processing fees and bid security shall be rejected.

The LINAC-NCDC reserves the full right to reject any or all the bids at any stage without assigning any reasons thereof.



Lt. Col. (Dr.) Baljit Singh
Chief Director (LINAC)

LETTER OF INVITATION FOR RFP

No. 15-199/2022-LINAC-01 dated 14.03.2022

Subject : Selection of Agency for preparation of study material for 41 training modules for LINAC under the schemes of Formation and Promotion of 10,000 FPOs, PMMSY, PMFME and training programmes for Dairy Cooperatives.

1. Introduction

About LINAC-NCDC

NCDC had set up its own training institution in 1985. This Institution over time has become a major facility for developing competencies of cooperative sector professionals in India and abroad. Building upon the strength of the training Institution and to promote research and development in the cooperative sector, the Government of India in February, 2018 upgraded the institute with a broader mandate for training, research and consultancy and renamed it Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC).

The Academy endeavors to develop its programmes and interventions with a strong client-orientation and interdisciplinary perspective to strengthen institutional capabilities and human resources in cooperatives. The Academy organizes various kinds of training programmes throughout the year for the officials of NCDC assisted projects, State Cooperative Departments, Cooperative Federations / Societies and other organizations dealing with agriculture and allied sector. It has also implemented training programmes for international participants in collaborations with various leading international organisations like World Bank, ICA, NEDAC, CICTAB, APRACA etc. Recently, NCDC has launched first of its kind incubation centre for fisheries cooperatives at LINAC named as LINAC-NCDC Fisheries Business Incubation Centre (LIFIC).

LINAC has its own team of core faculty, panel of experts, subject/area specialists and practicing professionals from core areas of functioning of cooperative sector and drawn from NCDC. The programmes under LINAC are designed and implemented based on Systematic Approach to Training and the basic tenets of pedagogy. With a view to learn, assimilate develop further on the core strengths, experience and institutional objectives and in the public interest of advancement of training, LINAC has added action research, studies, system development and technology development in the areas of agriculture and development of cooperative sector. LINAC also has partnerships with other institutions for effective utilization of mutual resources.

LINAC Regional Training Centres

The Corporation with a view to extend the scope and reach of LINAC and to focus on nurturing the primary level cooperatives has set up 18 Regional Training Centres (RTCs) of LINAC in the year 2019. These centers run different training programmes on management of primary cooperatives at the grass root level, throughout the year. The Programmes are customized and designed based on the need to equip key functionaries of primary

level cooperatives with appropriate knowledge, competencies and mindset to run the societies on cooperatives principles and thrive as rural growth centers.

2. This Request for Proposal (RFP) document is for hiring of agency for preparation of study materials for 41 training modules. These training modules are designed to fulfill the requirements of training components under the following schemes/ sector:
 - a. Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs) – 21 modules (Bilingual)
 - b. Pradhan Mantri Matsya Sampda Yojna, (PMMSY) – 13 modules (Bilingual)
 - c. Pradhan Mantri Formalisation of Micro Food Processing Enterprises (PMFME) – 2 modules (Bilingual)
 - d. Training Programmes for Dairy Cooperatives - 5 modules (Bilingual)
3. The objective of this RFP is to develop study materials (in Hindi and English), MS power-point presentations in NCDC format (in Hindi and English), self assessment questionnaire (in Hindi and English) and identification of resource persons (for Hindi and English) for training programmes meant for higher secondary passed to graduate level target trainees, mainly from primary level cooperatives and collectives like SHGs, FPOs and FFPOs.
4. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order. LINAC-NCDC reserves the right to alter any or all conditions, eligibility criteria and terms specified in this document.
5. Prospective bidders shall submit their offers in the bidding document specified for the purpose at Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No-89, Sector- 18, Institutional Area, Gurugram, Haryana- 122015 from 11.00 AM to 5.00 PM on all working days (Monday to Friday) on or before 11.04.2022. The bid document is also available on NCDC's website www.ncdc.in. Each page of the bid document should be signed by the bidder (with rubber stamp of the firm) before submission.

The proposals have to be submitted in the forms given in the annexures:

Annexure I – Agency Details and Declaration Form

Annexure II – Form for submitting Technical proposal

Annexure III – Form for submitting Financial proposal

Annexure IV – Agreement

6. Eligibility Criteria for Selection of Agency

Agency may submit proposal for preparation of study material for 41 training modules (in Hindi and

English). The agency should-

- a. Have domain experts/ subject matter specialists in the relevant field(s) for training module and should have experience of producing training materials.
- b. Have Experience of minimum 5 years of imparting training/ preparing training materials in the relevant fields.
- c. Be able to produce study material both in Hindi and English.

7. Bid Processing Fee

All bids must be accompanied by a non-refundable bid processing fee of **INR 10,000/- (Rupees ten thousand only)** in the form of a demand draft drawn on any nationalized / scheduled bank payable at par in Gurugram, in favour of “**NCDC – NCFT**”.

8. Bid Security

Bid Security of **INR 50,000/- (Rupees fifty thousand only)** in the form of a demand draft drawn on any nationalized / scheduled bank payable at par in Gurugram in favour of “**NCDC – NCFT**”.

- a. Proposals not accompanied by Bid Security shall be rejected as non-responsive.
- b. No interest shall be payable by the LINAC-NCDC, Gurugram for the sum deposited as Bid Security.
- c. No bank guarantee will be accepted in lieu of the Bid Security.
- d. The Bid Security of unsuccessful bidders would be returned within 15 days after publication of the shortlisted bidders on NCDC website.
- e. The bid Security of successful bidder(s) would be returned within one month after issue of work order(s) and on receipt of Performance Guarantee(s).

9. Forfeit Conditions

The bid Security submitted by the agency shall be forfeited in the following events:

- a. If the proposal is withdrawn by the bidding agency during the validity period or any extension mutually agreed thereof.
- b. If the proposal is varied or modified by the bidding agency in a manner not acceptable to LINAC-NCDC after opening of Proposal during the validity period or any extension thereof.
- c. If the agency tries to influence the evaluation process of the proposals submitted
- d. If the selected agency withdraws its proposal after negotiations, if any, (failure to arrive at consensus by the parties in negotiations shall not be construed as withdrawal of Proposal by the agency).
- e. If the selected agency fails to submit Performance Guarantee on issue of work order.

10. The price bid of only those firms shall be opened whose pre-qualification bid/ technical bid are found to be acceptable as per eligibility criteria mentioned in the RFP. The time and date of opening of financial bid shall be fixed and intimated to the eligible agencies separately.

11. Pre Bid Meeting

Interested agencies may submit queries related to this RFP, if any, to LINAC through email by 21.03.2022 (Monday) with the subject "LINAC RFP enquiry". All such queries will be addressed at a Pre Bid Meeting which will be conducted on 23 March, 2022 (Wednesday) at 1100 hrs. at Sardar Patel Auditorium, LINAC, Gurugram. Attending the pre bid meeting is optional for agency. Individual response to queries will not be provided after this date.

12. Payment Terms and Conditions

- a. The bid processing fee of Rs. 10,000/- is non-refundable.
- b. Bid security deposit of Rs. 50,000/- shall be refunded to all unsuccessful bidders.
- c. Mobilisation advance of 20% of the total work order cost or less can be claimed by successful agency after issue of work order.
- d. Payment of 50% of the total work order can be released after accepting of draft study materials (in Hindi and English), MS power-point presentations in NCDC format (in Hindi and English), self assessment questionnaire (in Hindi and English) and identified resource persons (for Hindi and English) for all the 41 training modules, by the Committee constituted for the purpose.
- e. Payment of another 25% of the total work order can be released after approval of study materials, Power-point presentations, self assessment questionnaire and identified resource persons, by the panel of expert/ Committee constituted by LINAC-NCDC.
- f. Payment of the balance 5% of the total work order will be released only after validation of study materials and receiving feedback from the participants of the training programmes. Revision or updation of study (materials) and other material, if required, are to be carried out accordingly. Period may take upto maximum 180 days (six month) from the day of submission of final study material.
- g. All payments by LINAC will be carried out on online mode.

13. Performance Guarantee

Selected agency shall be sanctioned a proforma work order. They are then required to submit a performance guarantee in the form of Bank Guarantee within 10 working days, for issue of final Work Order. The value of Performance Guarantee would be 10% of the total work order value. The Performance Guarantee would be valid till the completion of the assignment or any such extended period as decided by LINAC-NCDC. The bid security deposit of Rs. 50,000/- shall be returned on receipt of performance guarantee.

14. Submission of Proposal

- a. The Technical Proposal (PART I) and Financial Proposal (PART II), shall be submitted in separate small sealed envelopes and each shall be clearly labelled as follows:
 - i. **PART I - Technical Proposal – Selection of Agency for preparation of study material for training modules.**
 - ii. **PART II - Financial Proposal – Selection of Agency for preparation of study material for training modules.**
- b. All small envelopes shall be sealed and be a part of bigger single envelope. This envelope shall be clearly marked as “**PROPOSAL FOR PREPARATION OF STUDY MATERIAL.**”
- c. The proposal should be addressed and sent to **Chief Director, LINAC, Plot No-89, Sector-18, Institutional Area, Gurugram, Haryana-122015** on or before 11 April 2022 (Monday) 5 PM.

15. Validity of Bids

Bids will be valid for 120 days from the date of their opening.

16. Duration of the Project

The expected duration of this assignment is 8 months. The duration may be extended by the Competent Authority, NCDC based on the future requirement on the basis of request and satisfactory performance of the Agency.

17. Extension of Time for Completion

If the agency shall desire an extension of time for completion of the work on the ground of its having been unavoidably hindered in its execution or on any other grounds, they shall apply in writing to the Chief Director (LINAC), with full details within 10 days of the date of the hindrance on account of which they desires such extension as aforesaid. If, the Competent Authority shall, in its opinion (which shall be final) on reasonable grounds for extension exists, grant such extension of time as may be necessary or proper. No compensation shall be payable to the agency for any extension of time.

18. Award of the Contract

The contract will be awarded after 3 steps evaluation process namely technical, financial and selection by the Selection Committee

19. Signing of Agreement

Successful bidder will have to sign the agreement as per **Annexure IV** enclosed, on stamp paper of requisite value within 15 days from the date of issue of award letter. Please note that the scope of work and terms and conditions etc. will form part of the agreement.

20. Training Modules

Details of 41 training modules for preparation of study material (in both Hindi and English) is enclosed at **Annexure V**. The study materials should not be less than six (6) A4 size pages in Arial 12 font with line spacing of 1.15. The presentation to be submitted along with the study material should be around 20 to 25 slides (in both Hindi and English) for each session along with self assessment questionnaire (in both Hindi and English) consisting of 15 - 20 multiple choice questions of each session.

21. Timeline

Sl. No.	Index	Tentative Days*
a)	Issue of RFP (online)	14.03.2022, Monday
b)	Pre-bid meeting	23.03.2022, Wednesday
c)	Opening of technical bids	12.04.2022, Tuesday
d)	Initial short listing after evaluation of Technical Bids	22.04.2022, Friday
e)	Publication of the shortlisted bidders on NCDC website	27.04.2022, Wednesday
f)	Presentations by shortlisted agency	02.05.2022, Monday
g)	Opening of the financial bids	06.05.2022, Friday
h)	Evaluation of financial bids	12.05.2022, Thursday
i)	Publication of the successful bidder(s) on NCDC website	17.05.2022, Tuesday

*** Subject to change as per actual requirement**

22. Criteria of Disqualification

- Failure of any bidder(s) to provide all of the information / documents required in the bid proposal or any additional information/ documents as sought by the LINAC including supporting documents.
- Non receipt of bid proposal on or before due date and time.
- Misrepresentation in the bid proposal
- Bids not accompanied with processing fee and bid security
- Conditional, incomplete or bids for part work shall be summarily rejected.
- Use of unfair means /misrepresentation
- Bid found in unsealed envelope, unsigned bids, bids signed by unauthorized person and any unconfirmed material alteration.
- Technical bids containing any price information.

The LINAC-NCDC reserves the right to accept any or reject all the bids without assigning any reasons thereof.

23. Technical Evaluation Criteria

Evaluation Criteria	Max. Marks
<p>A. Experience of the Agency</p> <p>I. Number of years of experience in developing study material and imparting training. (Experience -minimum of 5 years/upto 10 years/ upto 15 years/ 15 years and above will be graded 1 point for each 5 years in ascending order)</p> <p>II. Total number of curriculum developed in related field. (Production of 1-3/ below 6/ below 9/ 9 and above will be graded 1 point each in ascending order)</p> <p>III. Number of clients for training material in training field (1- 4/ upto 6/ upto 8/ 8 and above will be graded 1 point each in ascending order)</p> <p>IV. License/ ISO certification/ awards/ achievements (maximum 4 points in fulfilling any criteria)</p> <p>V. Annual turnover of last 3 years as per audited balance sheet (upto 10 Lakhs/ below 30 Lakhs / below 60 Lakhs / 60 Lakhs and above will be graded 1 point each in ascending order)</p>	<p>20 (4 point per section)</p> <p>Supporting documents/ certificates to be furnished.</p>
<p>B. Key Regular Personnel of the Agency</p> <p>I. Team Leader Experience (experience of minimum of 5 years/ 5-8years/ 8-11 years/ 11-14 years /14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>II. Team Leader Qualification with Graduate/ PG/ Ph.D (2 points will be graded each in ascending order)</p> <p>III. Number of years of agency imparting training programmes (minimum of 5years/ 5-8years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>IV. Training material produced by Team Leader (below 20/ below 25/ below 30/ below 35/ below 40/ 40 and above will be graded 1 point each in ascending order)</p> <p>V. Research paper/ Books/ Partial publication in book/ Digital publication/ Articles/ Journals published by Team Leader</p>	<p>30 (6 point per section)</p> <p>Supporting documents/ certificates to be furnished.</p>
<p>C. Proposed Key Personnel</p> <p>I. Total number of persons and their experience (Experience of each personnel with minimum experience of 5 years/ 5-8 years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>II. Qualifications with Graduate/ PG/ PhD (2 points will be graded each in ascending order)</p> <p>III. Number of years in imparting training programme (minimum of 5 years/ 5-8years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>IV. Number of training materials already produced (Production of below 10/ below 15/ below 20/ below 25/ below 30/ 30 and above will be graded 1 point each in ascending order)</p>	<p>30 (6 point per section)</p> <p>Supporting documents/ certificates to be furnished.</p>

V. Research paper/ Books/ Partial publication in book/ Digital publication/ Articles/ Journals published by key personnel.	
D. Proposed Approach and Methodology for the Completion of Tasks & Deliverables The Agency must describe how it will address/deliver the demands of the RFP; providing a detailed description of the proposed methodology to be adopted to complete the task. 1) Understanding of the objectives of the assignment: The extent to which the agency approach and work plan respond to the objectives indicated in the RFP document. 2) Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work	10
E. Presentation The bidder will make a presentation on understanding of the requirement and scope of the work, project plan, team structure, approach to be followed for executing the work, its capability to execute the work as per the RFP document and projects undertaken.	10
Total	100

Minimum marks for technical qualification is 60%.

The Financial bids of those agencies will be opened who will qualify in technical, bids.

24. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the applicants

25. Evaluation of Bids

An Evaluation Committee will evaluate the bids of all the bidders:

- To evaluate the technical bid, the Committee constituted by the LINAC-NCDC shall examine the documents furnished by the agency in the technical bid. The agency will be required to make technical presentation. The LINAC-NCDC may also seek any other mode of evaluation as desired by the evaluation Committee of NCDC.
- The financial bids of those bidders only who are found technically qualified by the duly constituted Committee will be opened.
- After technical bids evaluation, the award of contract will be given to the agency who will offer the lowest bid in financial evaluation.

The detailed evaluation and award criteria are given at Annexure-II.

26. Penalty for Not Completing the Work in Time

In case the agency fails to complete the work within the stipulated time or extended time, as approved and conveyed in writing by LINAC, a penalty @ 2.5 % of contract value per week may be imposed on the Firm/

Company. The penalty amount, if any, shall be recovered from any amount due for payment to the contractor. However, the penalty shall not exceed 10% of the contract value.

27. Other Terms and Condition

- a. Technical bid in the prescribed format as per bid document, should be duly signed on each page by authorized person with rubber stamp of the firm.
- b. Particulars of the agency to be submitted a per Annexure 'I'.
- c. Documentary evidence confirming Registration with GST, PAN or any other statutory obligation required to be complied with by the agency.
- d. All the relevant documents as mentioned in Annexure-II should be submitted.
- e. Approach, methodology and work plan as mentioned in Annexure-II should be submitted.
- f. Bidder should submit certificate/ undertaking to the effect that the firm is neither blacklisted by any government department nor any criminal case is registered against the firm.
- g. The bid other than in the prescribed form shall not be accepted. Each page of the bid document is required to be signed by the person/ persons submitting the bid accepted with all the Terms & Conditions.
- h. LINAC-NCDC reserves the right to reject any or all the bids received at its discretion, without assigning any reason whatsoever and no costs would be paid to bidder for the same.
- i. In case of any dispute, it will be resolved through arbitration between the two parties by the Committee which will be formed by the Competent Authority, NCDC. Decision of the Committee will be considered as final.
- j. Acceptance of the proposal will rest with the Competent Authority of the NCDC. No reason will be given for acceptance or rejection of the contract thereof.
- k. The study material (including MS Power-point presentations and self assessment questionnaire) submitted by the agency will become the sole property of LINAC-NCDC and will have all copyrights of it.
- l. Agency will also furnish/ recommend the details of three (3) suitable resource persons for each session, who can undertake the assigned training sessions of the said training study materials.
- m. The LINAC-NCDC reserves the right to cancel this RFP before the contract is awarded. Any and all proposals may be rejected in whole or in part when it is in the best interest of the LINAC-NCDC.
- n. LINAC-NCDC reserves the right to change/increase/decrease the number of modules/ sessions at any stage till work order is issued.

28. Arbitration

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be New Delhi. Subject here to the court in New Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

29. Execution of Agreement by successful bidder:

In consideration of the amounts to be paid at the agreed rates, at the time and in the manner set and subject to the terms and conditions mentioned herein, the agency shall execute and complete the work as per the RFP. The successful bidder shall have to execute an agreement incorporating terms and conditions in the Bid within fifteen days of issue of letter by LINAC-NCDC communicating acceptance of his bid. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the bid security will be forfeited and the acceptance of bid shall be considered as cancelled. The agreement will be on format as per RFP and will be on a stamp paper of Rs.100/- or as per the legal requirement of the contract in New Delhi.

Signature of the Bidder/ Agency
(Name & Address of the Bidder/ Agency with seal)

Agency Details and Declaration Form
(On Letter head of the Agency)

**The Chief Director,
LINAC-NCDC
Plot No-89, Sector-18, Institutional Area,
Gurugram, Haryana- 122015**

Sub: Selection of Agency for preparation of study material for 41 training modules for LINAC under the schemes of Formation and Promotion of 10,000 FPOs, PMMSY, PMFME and training programmes for Dairy Cooperatives

The agency, having read and examined in detail all the RFP document in respect of subject mentioned above, do hereby express their interest to provide services as specified in the scope of work.

All personnel listed in the technical proposal will be available to provide the required services for the duration of the contract as set out in the technical proposal.

Particulars of the Firm

1.	Name of the Agency	
2.	Type of agency	
3.	Address of the Agency	
4.	Registration No.	
5.	Telephone No.	
6.	E-mail address	
7.	Fax No.	
8.	Name and Designation of the contact person to whom all references shall be made regarding this proposal	
9.	Address of the person to whom all references shall be made regarding this proposal	
10.	Telephone (with STD code) & Mobile No	
11.	E-Mail of the contact person	
12.	WhatsApp No.	
13.	Whether the firm Proprietary/ Partnership/ Society/ Govt./ Company/ Trust etc.	

14.	Date of establishment of the firm		
15.	Annual turnover for financial years (Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years 2018-19 to 2020-21)	Annual turnover (in ₹)	Annual turnover on account of only preparation of study materials
		2018-19	
		2019-20	
		2020-21	
16.	All the technical manpower details of the firm/ company to be provided. Resume of all the members of the technical team to be deployed for the work. Resume of individual manpower describing their qualification, experience in years and nos. of similar type projects completed along with brief description of each project to be submitted.		
17.	Particulars of Demand Draft towards bid security of ₹ 50,000/-		
18.	GST No. of the Firm: (photocopy to be enclosed)		
19.	PAN No: (photocopy to be enclosed)		
20.	Any other relevant information.		

We hereby declare that our firm will abide to the RFP. We accept all the criteria, terms and conditions in the RFP and we will follow the same in letter and spirit. Information contained and details submitted by our firm is true and correct to the best of our knowledge and belief.

[Name and Signature of the Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING TECHNICAL PROPOSAL

(On Letter head of the Agency)

**The Chief Director,
LINAC-NCDC
Plot No-89, Sector-18, Institutional Area,
Gurugram, Haryana- 122015,**

Sir,

We, the undersigned, hereby offer to render the following services to LINAC-NCDC in conformity with the requirements defined in the RFP dated 14.03.2022 and all of its attachments, as well as the provisions of the LINAC-NCDC Terms and Conditions:

Technical Qualification Criteria

Bidders who meet the minimum eligibility criteria as per Annexure 1 and point no. 2 (Minimum Eligibility Criteria) of terms & conditions would be considered as qualified to move to the next stage of Technical and Financial evaluations.

Technical Evaluation Criteria

Bidder must qualify the following eligibility criteria and should submit required documentary proofs as indicated below. Bids which fail to qualify any of the following criteria will be rejected.

To evaluate the Technical Bid, the Committee constituted by the LINAC-NCDC shall examine the documents furnished by the bidder in the Technical Bid and Presentation to be given by bidder as per Sl. No. E in the below table. Only those bids which satisfy the Eligibility Criteria will be invited to make a presentation. The date, time and venue will be intimated.

S.No.	Bidder Credentials	Max. Marks	Marks Awarded	Supporting Documentation	Reference page No.
A.	Experience of the Agency I. Number of years of experience in developing study material and imparting training. (Experience - minimum of 5 years/upto 10 years/	20			

	<p>upto 15 years/ 15 years and above will be graded 1 point for each 5 years in ascending order)</p> <p>II. Total number of curriculum developed in related field. (Production of 1-3/ below 6/ below 9/ 9 and above will be graded 1 point each in ascending order)</p> <p>III. Number of clients for training material in training field (1- 4/ upto 6/ upto 8/ 8 and above will be graded 1 point each in ascending order)</p> <p>IV. License/ ISO certification/ awards/ achievements (maximum 4 points in fulfilling any criteria)</p> <p>V. Annual turnover of last 3 years as per audited balance sheet (upto 10 Lakhs/ below 30 Lakhs / below 60 Lakhs / 60 Lakhs and above will be graded 1 point each in ascending order)</p>				
B.	<p>Key Personnel of the Agency</p> <p>I. Team Leader Experience (experience of minimum of 5 years/ 5-8years/ 8-11 years/ 11-14 years /14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>II. Team Leader Qualification with Graduate/ PG/ Ph.D (2 points will be graded each in ascending order)</p> <p>III. Number of years of agency imparting training programmes (minimum of 5years/ 5-8years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order)</p> <p>IV. Training material produced by Team Leader (below 20/ below 25/ below 30/ below 35/ below 40/ 40 and above will be graded 1 point</p>	30			

	each in ascending order) V. Research paper/ Books/ Partial publication in book/ Digital publication/ Articles/ Journals published by Team Leader				
C.	Proposed Key Personnel I. Total number of persons and their experience (Experience of each personnel with minimum experience of 5 years/ 5-8 years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order) II. Qualifications with Graduate/ PG/ PhD (2 points will be graded each in ascending order) III. Number of years in imparting training programme (minimum of 5 years/ 5-8years/ 8-11 years/ 11-14 years / 14-17 years/ 17 and above will be graded 1 point each in ascending order) IV. Number of training materials already produced (Production of below 10/ below 15/ below 20/ below 25/ below 30/ 30 and above will be graded 1 point each in ascending order) V. Research paper/ Books/ Partial publication in book/ Digital publication/ Articles/ Journals published by key personnel.	30			
D.	Proposed Approach and Methodology for the Completion of Tasks & Deliverables The Agency must describe how it will address/deliver the demands of the RFP; providing a detailed	10		A note on approach and methodology to be adopted by the bidder to execute this	

	<p>description of the proposed methodology to be adopted to complete the task.</p> <p>1) Understanding of the objectives of the assignment: The extent to which the agency approach and work plan respond to the objectives indicated in the RFP document.</p> <p>2) Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work</p>			project	
E.	<p>Presentation</p> <p>The bidder will make a presentation on understanding of the requirement and scope of the work, project plan, team structure, approach to be followed for executing the work, its capability to execute the work as per the RFP document and projects undertaken.</p>	10		Technical Proposal explaining their understanding of the objectives of the project, approach to the services, methodology for carrying out the same.	

Note :

- A presentation shall be made by the shortlisted agency
- NCDCs decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.

[Name and Signature of the Agency's Authorized Person]

[Designation]

[Date]

Financial Proposal FORMAT
(On Letter head of the Agency)

We, the undersigned, hereby accept in full the Terms and Conditions, and hereby offer to provide the service in conformity with the specification and requirements of LINAC-NCDC as per RFP – Selection of Agency for preparation of 41 study materials (in Hindi and English), MS power-point presentations in NCDC format (in Hindi and English), self assessment questionnaire (in Hindi and English) and identification of resource persons (for Hindi and English) for training modules of LINAC.

SI.No.	Activity / Item Description (programmes/ sessions)	No. of training modules (Also mention S.No. from the modules in the Annexure V)	Cost per training module (in Rs.) (excl.GST)	Total Cost	GST on (e) (in Rs.)	Total Amount (in Rs) (incl.GST)
(a)	(b)	(c)	(d)	(e) (e = c * d)	(f)	(g) (g = e + f)
1	Preparation of study material 1 day training programmes (Both English & Hindi) (Total 11 programmes - 32 sessions)					
2	Preparation of study material 2 days training programme (Both English & Hindi) (Total 13 programmes - 71 sessions)					
3	Preparation of study material 3 day training programme (Both English & Hindi) (Total 16 programmes - 113 sessions)					
4	Preparation of study material 5 day training programme (Both English & Hindi) (Total 1 programmes - 17 sessions)					
	Total Cost					

Note: The quote shall include all associated costs.

1. Certified that the above rates are inclusive of all statutory taxes as may be applicable
2. Certified that I agree to all the terms & conditions of the RFP document

Signature of the Bidder/ Agency
(Name & Address of the Bidder/Firm with seal)

FORMAT OF AGREEMENT

1. Article of agreement made this _____ between Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No-89, Sector- 18, Institutional Area, Gurugram, Haryana-122015 (hereinafter called 1st party) of the one part and M/s. _____, (hereinafter called 2nd party) of the other part.
2. WHEREAS a contract for the work of **preparation of study material for 41 training modules for LINAC under the schemes of Formation and Promotion of 10,000 FPOs, PMMSY, PMFME and training programmes for Dairy Cooperatives** for LINAC has been awarded to the 2nd party vide letter No. _____ at a total cost of ₹ _____.
3. AND WHEREAS the 2nd party shall furnish a refundable performance guarantee equivalent to 10% of the work order value at the time of signing contract agreement in the form of BG or demand draft payable or Pledge of FDR to LINAC at Gurugram.
4. The said scope of work & terms conditions for study materials (in Hindi and English), MS power-point presentations in NCDC format (in Hindi and English), self assessment questionnaire (in Hindi and English) and identification of resource persons (for Hindi and English) for LINAC-NCDC as incorporated in the RFP document as also the work award letter No. NCDC: _____ dated _____ shall be read & construed as forming integral part of this agreement and the parties here to shall abide by, submit themselves to the conditions and perform the agreement on their part in the said manner as contained therein.
5. The several parts of the contract have been read/by to us and fully understood by us.

In witness whereof we set our hands to these presets on this _____ day of _____ 2022 in the presence of following witnesses.

Signed by the said 1st party

Signed by the said 2nd party

1. Witness in the presence of

1. Witness in the presence of

2. Witness in the presence of

2. Witness in the presence of

CHECKLIST

S. No.	Particulars	Please Tick	Remarks	
1.	Bid processing fee		Items at Sl.No. 1 to 6 to be placed in one envelope marked as :- PART I- (“Technical Proposal”) – Selection of Agency for preparation of Study material as required on training modules	Items at Sl.No. 1 to 7, placed in two separate envelopes, to be placed together in single envelope marked as “Proposal For Selection of Agency For Preparation of Study Material.”
2.	Bid security			
3.	Annexure I and supporting documents			
4.	Annexure II and supporting documents			
5.	Acceptance of RFP with all Terms & Conditions (Signed and stamped (in every page) copy of RFP to be attached			
6.	Documents / certificates mentioned at S.No. 22 (A), (B) and (C).			
7.	Annexure III		Item at Sl.No.7 to be placed in one envelope marked as :- PART II-(“Financial Proposal”) – Selection of Agency for preparation of Study material	
8.	Annexure IV			
9.	Misc. info if any			

List of Training Modules

Sl. No.	Name of the Programme	Target Group	No. of days	No. of sessions
1.	ToT on Orientation Programme on Farming as Business Enterprise	Farmer leaders, Panchayat level officials	1	3
2.	Mentoring Programme on Formation of Cooperative Societies for Youth	Farmers, youth, women	1	2
3.	Programme on Formulation of Business Plans for Cooperative Enterprises	Leadership and Personnel of Primary Level Cooperatives	3	8
4.	Programme on Project Management and Monitoring for Primary Level Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	8
5.	Programme on Processing of Agri Produce Business for Cooperatives	Cooperatives personnel, Block / Taluka Level Functionaries	3	9
6.	Programme on Processing of Perishables Business for Cooperatives	Cooperatives personnel, Block / Taluka Level Functionaries	3	6
7.	Programme on Marketing of Products of Cooperatives	Cooperatives personnel, Block / Taluka / District Level Functionaries	2	6
8.	Programme on Food Safety for Cooperatives	Cooperatives personnel, Block / Taluka / District Level Functionaries	1	3
9.	Programme on Storage Infrastructure Operations	Personnel of Cooperatives	2	5
10.	Programme on Cold Chain Infrastructure Operations	Cooperatives personnel, Block/Taluka/District Level Functionaries	2	5
11.	Programme on Marine Aquaculture Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	6
12.	Programme on Ornamental Fishery Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	6
13.	Programme on Fish Retailing Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	1	3
14.	Programme on Fish Feed Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	1	3
15.	Programme on Sea Weed Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	1	3

Sl. No.	Name of the Programme	Target Group	No. of days	No. of sessions
16.	Programme on Dairy Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	6
17.	Programme on Cattle Feed Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	2	7
18.	Programme on Piggery Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	7
19.	Programme on Duck Farming Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	8
20.	Programme on Poultry Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	8
21.	Programme on Honey Processing Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	2	4
22.	Programme on Coconut Processing Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	2	5
23.	Programme on Indian Technology for Value Enhancement Businesses in Agri Horti Produce for Cooperatives	Cooperatives personnel, Block / Taluka Level Functionaries	3	6
24.	Programme on Marketing of Products of Tribal Cooperatives	Leadership and Personnel of Primary Level Cooperatives	2	5
25.	Programme on Management of Custom Hiring Centre	Cooperatives personnel, Block / Taluka Level Functionaries	1	3
26.	Programme on Cyber Security for Cooperatives	Cooperatives personnel, Block / Taluka Level Functionaries	1	3
27.	Fish Processing Business by Cooperative	Leadership and Personnel of Primary Level Cooperatives	3	6
28.	Meat Processing Business by Cooperatives	Leadership and Personnel of Primary Level Cooperatives	3	6
29.	Crop Harvesting Technologies and Post Harvest Management	Leadership and Personnel of Primary Level Cooperatives	2	4

Sl. No.	Name of the Programme	Target Group	No. of days	No. of sessions
30.	Businesses by Cooperatives through Leveraging of Government and NCDC Schemes	Leadership and Personnel of Primary Level Cooperatives	1	3
31.	Training Programme on Freshwater Aquaculture Business by FFPOs	Leadership and Key Personnel of FFPOs	3	7
32.	Training Programme on Cold Chain Logistics and Marketing Infrastructure	Leadership and Key Personnel of FFPOs	2	5
33.	Programme on Domestic marketing in fisheries sector	FFPO personnel, Block / Taluka Level Functionaries	2	6
34.	Training Programme on Exports by fisheries cooperatives	Leadership and Key Personnel of FFPOs	2	6
35.	Training Programme on diversification in fisheries businesses	FFPO Leadership & personnel, District Level Officers	2	6
36.	Programme on Marketing of Perishables for Cooperatives	Cooperatives personnel Functionaries	3	6
37.	Training programme on Dairy Animals Health Management and Clean Milk Production	Members of dairy cooperative societies	1	4
38.	Training Programme on Management, Business Development, Accounts and Book Keeping in Dairy Cooperative Societies	Managers of dairy cooperative societies	3	10
39.	Training Programme on Health Care Management, Nutrition and Improving Production of Milk in Milch Animals	Para vets	2	7
40.	Executive Development Programme on Operations and Management of Dairy Cooperatives	Managers of dairy cooperatives	5	17
41.	Training Programme on NCDC Schemes for Developing Dairy Cooperatives	Managers and chairman of dairy cooperatives	1	2

1) ToT on Orientation Programme on Farming as Business Enterprise

1.	Course Contents	<ul style="list-style-type: none"> • Resource mapping and profile of the area • Major crops and cropping pattern of the area, diversification of crop • Concept of One District One Product, One Nation-One Market • New areas and emerging technologies in agriculture and allied sector • Scope and opportunities for processing and value addition of agricultural produce • Market demand, market access and market-led planning • Pricing, marketing and export potential of agricultural produce • Economics of major crops of the area and economics of high value crops • Business dimensions of farming-operational optimization and collaboration with supply chain • Key skills involved in running business enterprise
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Area profile- key crops in the area, cropping pattern, production cost of key crops, revenue model of key crops and identification of business opportunities
	II	New areas and emerging technologies in agricultural and allied sector, processing and value addition of agricultural produce
	III	Concept of One District One Product, entrepreneurship in farming, marketing and export potential of agricultural produce
		Feedback, action plan and valediction

2) Mentoring Programme on Formation of Cooperative Societies for Youth

1.	Course Contents	<ul style="list-style-type: none"> • Concept of FPO, Central Sector Scheme on Formation and Promotion of FPOs • Cooperative values and principles, institutional and business dimensions of cooperative • Procedure for formation and registration of cooperative society • Guidance video on How to Form a Cooperative Society-in local language • Cooperative bye-laws, legal and statutory requirements under Cooperative Acts • Governance and management in cooperative society • Role and responsibilities of BoDs, managers and members of cooperative society • Benefits of cooperative as an institution and business enterprise • Role of NCDC in promotion of youth and women in cooperatives, NCDC schemes-YUVA SAHAKAR, SAHAKAR MITRA, schemes for women cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Concept of FPOs, concept of cooperative, institutional and business dimensions of cooperative
	II	Procedure for formation of cooperative society, governance and management in cooperative society, Guidance video on How to Form a Cooperative Society-in local language
		Role of NCDC and its schemes for promotion of women and youth in cooperatives-YUVA SAHAKAR, SAHAKAR MITRA, schemes for women cooperatives
		Feedback and valediction

3) Programme on Formulation of Business Plans for Cooperative Enterprises

1.	Course Contents	<ul style="list-style-type: none"> • Mapping of potential business activities in farm and non-farm sector • Assessing the environment (opportunities and threats), analyzing the present performance and resources (strengths and weaknesses) • Assessing emerging requirements of the members and market • Process to identify business opportunities, basic business plan and operational plans • Understanding, analysis and interpretation of financial statements • Assessment of fund/ resources requirement and mobilization • Preparation of DPR • Management of operational services – input supply, procurement and value addition, marketing, financial, insurance, technical & extension and networking services. • Pricing, sales, marketing, branding and customer satisfaction • HRD and soft skills of management, negotiation and conflict management skills
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Mapping of potential business activities in farm and non-farm sector, SWOT analysis
	II	Preparation of business and operational plans
	III	Understanding, analysis and interpretation of financial statements
Day 2	I	Assessment of resources/ fund requirement and mobilization
	II	Preparation of DPR-concepts and step by step proceedings
	III	Exercise on DPR preparation
Day 3	I	Management of operational services
		Role of NCDC and its schemes in development of cooperatives and schemes of other promotional agencies.
	II	Marketing, branding, HRD and soft skills of management
		Feedback and valediction

4) Programme on Project Management and Monitoring for Primary Level Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Concept of project, project cycle, elements of project proposal • Data needs, collection, analysis techniques and interpretation of data • Understanding and interpretation of financial statements • Formulation of project proposal for primary level cooperatives • Assessment of funds requirements, sources, cost, mobilisation of funds and profit optimisation • Project appraisal techniques • Schedule analysis, implementation and monitoring
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Project concept and cycle
	II	Data needs, collection of data, analysis techniques and interpretation
	III	Identifying project opportunities
	IV	Feasibility and formulation of project
Day 2		Understanding and interpretation of financial statements
	I	Project appraisal techniques – technical marketing and managerial appraisal
	II	Techniques of financial appraisal
Day 3	I	Exercises on appraisal of project
	II	Project implementation and monitoring
		Feedback and valediction

5) Programme on Processing of Agri Produce Business for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of agri processing sector, challenges and business opportunities in India. • Present products, process, trends and technologies in India. • Production, area wise status of agro processing industries. • Post-harvest management and value addition in agri produce. • Supply chain management, pricing, branding and marketing of agri produce • Emerging opportunities for cooperatives • AGMARK- concept, registration procedure and certification. • Food Safety and Standard Act, 2006, implementation and compliance under the Act • Potential for exports, procedure and documentation for exports • NCDC schemes for agri produce processing and other centre/state government schemes.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Commodity wise, area wise status of agro processing industries in India and issues.
	II	Identification of activities and technology, developing business plans and project proposals.
	III	Post-harvest management, scope and opportunities for cooperatives in processing and value addition of agri produce
	IV	Viability and economics of establishing food processing units.
Day 2	I	Forward and backward linkages for sustainable business.
	II	Pricing, branding, marketing and export potential of processed agri and food produce
	III	Case study on failure of cooperatives.
Day 3	I	Emerging legal & administrative environment and opportunities for agricultural marketing and processing by cooperatives
	II	AGMARK certification and Food Safety and Standard Act, 2006
		NCDC schemes for agri processing and other centre/state government schemes
		Feedback and valediction

6) Programme on Processing of Perishables Business for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of perishable products sector, opportunities and challenges • Primary processing at farm gate, value addition opportunities of perishable products • Value chain management and logistics of perishable crops • Assessing the demand and supply and identifying and developing the appropriate market channels. • Post-harvest management like cold storage, storage facilities etc. • Present scenario and SWOT analysis of the sector. • Extension support for developing the sector as business enterprise • Emerging opportunities for cooperatives • Food Safety and Standard Act, 2006, implementation and compliance under the Act • Branding, marketing and export potential, procedure and documentation • Schemes of NCDC, centre and state government and other institutions.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Issues and opportunities in horticulture sector, post-harvest management and cold chain
	II	Primary processing at farm gate, scope for value addition in perishable crops, movie on successful processing units
	III	Supply chain management and logistics of perishable crops
	IV	Identifying & developing market channels for perishable business
Day 2		Exposure visit
Day 3	I	Emerging legal & administrative environment and opportunities for processing business by cooperatives
	II	Branding, marketing and export potential, procedure and documentation,
		Schemes of NCDC, centre and state government and other institutions.
		Feedback and valediction.

7) Programme on Marketing of Products of Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Definition of marketing and its importance for business enterprises • Assessing market demand and supply and formulating business plan • Processing and value addition of products for getting higher margin food products • Ways to access market – marketing channels • Pricing, packaging, branding, marketing and export of products of cooperative • Use of e-commerce, e-trading platform and social media for marketing of products • Quality standards, statutory requirements and compliance • Customer relationship management in cooperatives • Role of NCDC in promoting marketing and export of products of cooperatives through Cooperative Sector Exports Promotion Forum, NEDAC linkages and India International Cooperatives Trade Fair (IICTF) • NCDC schemes for promoting marketing of products of cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Concept of good marketing in cooperatives
	II	Defining target markets, formulating marketing plan and marketing mix
	III	Pricing, packaging, branding, marketing and export of products of cooperative
	IV	Use of e-commerce, e-trading platform and social media for marketing of products
Day 2	I	Quality standards, statutory requirements and compliance
	II	Case study for good marketing strategy in cooperatives
		Schemes of NCDC and its role in promoting marketing and export of products of cooperatives
		Feedback and valediction

8) Programme on Food Safety for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Factors and agencies which affect safety of produce in business/ trade. • HACCP- concept and principles. • AGMARK- concept, registration procedure and certification. • Food Safety and Standard Act, 2006, implementation and compliance under the Act • FSSAI-structure and functions, registration and licensing • Penalties for non-compliance under Food Safety and Standard Act, 2006.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Basics of food safety, HACCP, AGMARK- concept, registration procedure and certification
	II	Food Safety and Standard Act, 2006, requirements and compliance under the Act
	III	FSSAI- registration, functioning, licensing, regulation with respect to cooperative compliance
		Feedback and valediction

9) Programme on Storage Infrastructure Operations

1.	Course Contents	<ul style="list-style-type: none"> • Importance of storage and warehousing in cooperatives business • WDRA and other storage related legislations in India • Concept of storage capacity, occupancy and utilization • Basic economics of storage and godown as a business unit • WDRA requirement for licensing, accreditation and storage • Code of scientific practices for preparation, receipt, storage and delivery of stocks • Storage pests and their management • e-warehouse receipt, pledge financing and its use in promoting agriculture trade • Repair and maintenance of storage infrastructure • Surveillance system and procedure for ensuring safety of goods from fire, theft, burglary, etc. • NCDC schemes for storage cooperatives, AMI, Agriculture Infrastructure Fund and other central/ state government schemes
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Functions of storage and warehousing in agriculture supply chain, challenges and opportunities for cooperatives
	II	WDRA and other storage related legislations in India, WDRA requirement for licensing, accreditation and storage, security system in storage infrastructure
	III	Basic economics and existing guidelines of storage and godown as a business unit. Central/ state government schemes for storage cooperatives
	IV	Management of warehouse, scientific practices for preparation, receipt, storage and delivery of stocks
Day 2		Exposure visit
	I	e-warehouse receipt, pledge financing and its use in promoting agriculture trade, movie on good working storage cooperative societies
		NCDC schemes for storage cooperatives
		Feedback and valediction

10) Programme on Cold Chain Infrastructure Operations

1.	Course Contents	<ul style="list-style-type: none"> • Overview of cold chain sector- challenges and emerging business opportunities. • Cold chain, pack house for first mile aggregation, pre-conditioning, grading pre-cooling, staging of perishable produce. • Temperature control transportation system and handling. • Cold chain warehousing-temperature control, bulk storage and distribution hub. • Cold chain merchandising- last mile retail establishment and ripening system. • Business and revenue model of cold chain • NCDC scheme for cold chain, AMI, AIF schemes of Central/State Govt.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of cold chain sector, cold chain pack house for first mile aggregation, pre-conditioning, grading, pre-cooling, staging of perishable produce.
	II	Cold chain transportation, temperature control and issues related to agri cold chain logistics
	III	Cold chain warehousing, bulk storage, distribution hub, handling and management
	IV	Cold chain merchandising- last mile retail establishment and ripening system, movie on successful cold chain unit
Day 2		Exposure visit
	I	Business and revenue model of cold chain, schemes available for cold chain
		Feedback and valediction

11) Programme on Marine Aquaculture Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of fisheries/ cooperative sector with focus on marine fisheries • Management practices in marine finfish and shrimp culture- site selection, species selection, stocking, seed management, feed management, disease management, harvesting etc. • Opportunity for fisheries cooperatives in bivalve cultivation (mussels, clams, pearls etc.) • Business opportunities for cooperatives in open sea cages • Value chain management in marine culture • Role of NCDC and its schemes in development of fisheries sector, schemes of centre/state govt. and other agencies- FIDF, PM Matsya Sampada Yojana • Quality standards for effective supply chain and export in fisheries and sea food products • Use of e-commerce, digital marketing, business to business (B to B), retail chain, live fish sell, website, direct marketing etc. • Opportunities for value addition in marine fish
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of fisheries/cooperative sector with focus on marine fisheries- challenges and business opportunities
	II	Management practices in marine finfish, movies on successful stories
	III	Management practices in shrimp culture, movies on successful stories
		Role of NCDC and its schemes in development of fisheries sector, schemes of centre/state govt. and other agencies - FIDF, PMMSY
Day 2		Exposure visit
Day 3	I	Opportunity for fisheries cooperatives in bivalve cultivation (mussels, clams, pearls etc.) and open sea cages
	II	Quality standards for effective supply chain and export in fisheries and sea food products
	III	Use of e-commerce and different marketing channels for marketing of marine fish and value added products
		Feedback and valediction

12) Programme on Ornamental Fishery Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview and emerging opportunities in ornamental fisheries for cooperative • Management practices in ornamental fisheries • Development of backyard ornamental fish rearing unit (both fresh & marine water)-untapped business for cooperatives • Development of integrated ornamental fish unit (breeding & rearing for fresh water fish & marine water fish) • Aqua-tourism/ recreational fisheries-an emerging opportunities for fisheries cooperatives • Business opportunities for fisheries cooperatives in aquarium plant propagation • Marketing tools for ornamental fish and it's accessories • Financial viability and economics of ornamental fishery • Marketing and export of ornamental fish, export process and documentation for ornamental fishes • Role of NCDC and its schemes in development of fisheries sector, schemes of centre/state government and other agencies - FIDF, PMMSY • Success stories
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of ornamental fishery business- challenges and emerging opportunities for cooperative
	II	Management practices in ornamental fisheries
	III	Development of backyard ornamental fish rearing unit-untapped business for cooperatives
	IV	Development of integrated ornamental fish unit, aqua-tourism / recreational facilities and aquarium plant propagation
Day 2		Exposure visit
Day 3	I	Business development plan and economics of ornamental fishery
		Role of NCDC and its schemes in development of fisheries sector, schemes of centre/state government and other agencies - FIDF, PMMSY
	III	E-commerce, marketing and export of ornamental fish
		Feedback and valediction

13) Programme on Fish Retailing Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Mapping of potential market, customer behaviour, different players in fish retailing market, fish value chain analysis • Pricing, marketing and use of IT and infrastructure to remain competitive in the market • Financial viability and economics of fish retailing business for cooperative • Needs for cold chain and strong backward forward linkages to face competition in the market • Branding, quality standardisation, hygiene, packaging and bundling of products for profit optimisation • Customer Relationship Management (CRM) and retail selling skills in fish retailing business • Success stories
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Market identification, value chain analysis, use of IT and modern facilities to compete in the market
	II	Financial viability and economics of fish retailing business for cooperatives
		NCDC schemes for promotion of fish retailing business by cooperatives
	III	CRM, branding and marketing, quality standardisation in fish retailing business
		Feedback and valediction

14) Programme on Fish Feed Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Demand and supply gap of fish feed, market players and recent trend in fish nutrition sector • Fish feed business as a viable business proposition for cooperatives • Technology use for fish feed production • Financial viability and economics of fish feed production • Quality control in fish feed • Pricing, branding and marketing of fish feed • NCDC schemes for promotion of fish feed business by cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Fish feed business as a viable business proposition for cooperatives
	II	Technology use for fish feed production, economics of fish feed production
	III	Pricing, branding and marketing of fish feed
		NCDC schemes for promotion of fish feed business by cooperatives
		Feedback and valediction

15) Programme on Sea Weed Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Potential target species in seaweed cultivation, seaweed culture techniques and recent technological advances in sea weed culture • Post-harvest practices, processing of sea weed products and problems related to seaweed production • Marketing of sea weed for food and industrial applications • Financial viability and economics of sea weed business • NCDC schemes for promotion of cooperative business • Success stories
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Seaweed cultivation, culture techniques and recent technological advances in sea weed culture, success stories
	II	Post-harvest practices and processing of sea weed products and challenges of sea weed production
	III	Financial viability and economics of sea weed business
		NCDC schemes for promotion of cooperative business
		Feedback and valediction

16) Programme on Dairy Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> Recent initiatives and developments in dairy sector in India Factors affecting the production and productivity of milch animals Cost components, income elements and revenue models of dairy farm Scientific dairy farming practices Clean milk production Milk collection operations management Primary processing and value addition of milk Pricing and marketing of milk and dairy products Supply chain and distribution logistic of milk and milk product Extension activities for milk producer members NCDC scheme for dairy sector and other Central Sector Schemes/ state government schemes on dairy
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of dairy sector, factors effecting the production and productivity of milch animals
	II	Cost components, income elements and revenue models of dairy cooperatives
	III	Scientific dairy farming practices, clean milk production, movie on scientific management of dairy farm
	IV	Value addition of milk, pricing and marketing of milk and milk products
Day 2		Exposure visit to collection centres and processing units
Day 3	I	Extension activities for milk producer members with respect to doubling the milk producers income
	II	Supply chain and distribution logistic of milk and milk product
		NCDC scheme for dairy sector and other Central Sector Schemes/ state government schemes on dairy
		Feedback and valediction

17) Programme on Cattle Feed Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of cattle feed industry-demand and supply, challenges and opportunities for cooperatives • Understanding importance of feed essentials, vitamins, minerals and other ingredients • Feeding, nutrition, proper ration balancing method, care and cattle feed management • Fodder cultivation, technology and process involved in cattle feed production • Cost components, income elements and revenue model of cattle feed production unit • Local resources and materials for cattle feed production • Feed formulation and grinding using simplified facilities • Assembling of feed mill and facilities • Business development and management of cattle feed production • Feed additives and quality assurance and certification of cattle feed • Supply chain, pricing, marketing, strategic tie up with other cooperatives/federations for supply and marketing • Scheme of NCDC and its role in promotion of cattle feed business in cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of cattle feed industry-demand and supply, challenges and opportunities for cooperatives
	II	Cattle nutrition-understanding importance of feed essentials, vitamins, minerals and other ingredients
	III	Fodder cultivation, technology and process involved in cattle feed production
	IV	Cost components, income elements and revenue model of cattle feed production unit
Day 2	I	Feed formulation, additives and quality assurance and certification of cattle feed
	II	Business development and management of cattle feed production
	III	Factor mechanism in pricing and marketing of cattle feed
		Scheme of NCDC and its role in promotion of cattle feed business in cooperatives
		Feedback and valediction

18) Programme on Piggery Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of piggery sector, challenges and business opportunities • Identification of site and construction of shed as per requirement. • Selection and procurement of good breed for fattening/breeding purpose • Piggery unit viability norms and business planning • Common feeds and scientific feed formulation for different categories of pigs • Vaccination, common diseases in pigs and their management • Artificial insemination in pigs and extension services • Assessing demand and supply of pig meat in the market, identify and develop appropriate marketing channels • Hygienic slaughter practices, value addition of pork, marketing and export potentials • NCDC scheme for piggery cooperatives and other central/state government schemes on piggery
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Opportunities in piggery sector – piggery as an enterprise with respect to north-east
	II	Scientific management of piggery farm, movie on scientific piggery management
	III	Diseases in pigs and their management
	IV	Viability norms for piggery unit and piggery business development plan
Day 2		Exposure visit
Day 3	I	Artificial insemination in pigs and extension services
	II	Identify and develop appropriate marketing channels
	III	Hygienic slaughter practices, value addition of pork, marketing and export potentials
		NCDC scheme for piggery cooperatives
		Feedback and valediction

19) Programme on Duck Farming Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Production system, breeding, feeding, nutrition and care of ducks • Various diseases, health hazards, commercial impact and vaccination relating to ducks • Best feed rationing for various stages of growth, type of alternative feeds and additives for ducks. • Various cost components, income elements and revenue projections of duck farming • Importance of value addition, types of value addition to promote duck products • Quality assurance, quality certification, promotion, retail marketing as well as institutional marketing of duck meat and value added products • Packaging techniques, branding and it's benefits, setting up marketing channels, meeting domestic demand and promoting export of duck products • NCDC's schemes for promotion of poultry/duck farming business
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Scientific duck farming for cooperatives
	II	Disease management and vaccination in duck farming
	III	Balance feed rationing, alternative feed and additives for ducks
	IV	Economics of cooperative duck farming
Day 2	I	Case study and movie on successful Duck farming across the globe
		Exposure visit
Day 3	I	Dressing and processing technology
	II	Value addition, strengthening of supply chain for duck products, quality assurance and certification
	III	Branding, retailing and marketing of duck production
		NCDC's schemes for promotion of Poultry/ Duck farming business
		Feedback and valediction

20) Programme on Poultry Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Production system, breeding, feeding, nutrition and care of poultry • Various diseases, health hazards, commercial impact and vaccination relating to poultry • Best feed rationing for various stages of growth, type of alternative feeds and additives for ducks. • Various cost components, income elements and revenue projections of poultry farming • Importance of value addition, types of value addition to promote poultry products • Quality assurance, quality certification, promotion, retail marketing as well as institutional marketing of poultry meat and value added products • Packaging techniques, branding and it's benefits, setting up marketing channels, meeting domestic demand and promoting export of poultry products • NCDC's schemes for promotion of poultry farming business
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Scientific poultry farming for cooperatives
	II	Disease management and vaccination in poultry farming
	III	Balance feed rationing, alternative feed and additives for poultry
	IV	Economics of cooperative poultry farming
Day 2	I	Case study and movie on successful poultry farming
		Exposure visit
Day 3	I	Dressing and processing technology
	II	Value addition, strengthening of supply chain for poultry meat, products, quality assurance and certification
	III	Branding, retailing and marketing of poultry products
		NCDC's schemes for promotion of poultry farming business
		Feedback and valediction

21) Programme on Honey Processing Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Usage, economic and industrial Importance of honey and other bee products • Different types of honey • Honey value chain • Bee wax value chain • Pollen value chain • Bee and larvae value chain • Processing and value addition of honey and other bee products • Developing business development plan for honey and other bee products • Pricing, branding, packaging, promotion of honey and other bee products • Marketing and export of honey and other bee products • Scheme and role of NCDC for promotion of beekeeping sector • Sweet Revolution and Atmanirbhar Bharat- National Beekeeping and Honey Mission
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Usage, economic and industrial Importance of honey and other bee products, different types of honey
	II	Beekeeping value chain, processing and value addition of honey and other bee products
	III	Developing business development plan for honey and other bee products
	IV	Marketing and export of honey and other bee products, movie on beekeeping value chain
Day 2		Exposure visit
		Sweet Revolution and Atmanirbhar Bharat- National Beekeeping and Honey Mission
		Role of NCDC in promoting beekeepers
		Feedback and valediction

22) Programme on Coconut Processing Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of coconut production-challenges and opportunities for cooperatives • Modern technology for coconut farming, technology and process for processing and value addition • Cost components, income elements and revenue model of coconut processing unit • Development of business plan and management of coconut processing unit • Emerging opportunities for cooperatives • AGMARK- concept, registration procedure and certification, Food Safety and Standards Act, 2006 • Pricing, branding, marketing, strategic tie-up with other cooperatives for supply of inputs, raw materials and marketing of value added products • Use of e-commerce, e-trading platforms, social media platforms for forward and backward linkages • Export potential and value added products, procedure, documentation • Scheme of NCDC and its role in development of processing cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of coconut industry, existing products and marketing channels of coconut in cooperatives
	II	Modern technology for coconut farming, technology and process for processing and value addition, movie on successful coconut unit/cooperative
	III	Economics and revenue model of coconut processing unit, schemes of Coconut Development Board
		Scheme of NCDC for processing cooperatives
	IV	Marketing, strategic tie-up with other cooperatives for forward and backward linkages
Day 2		Exposure Visit
	I	Emerging legal & administrative environment and opportunities for coconut processing by cooperatives
		Feedback and valediction

23) Programme on Indian Technology for Value Enhancement Businesses in Agri Horti Produce for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of agri horti processing sector in the rural area, opportunities for promotion of rural based Indian food processing technology as business enterprise for cooperatives • Indian technology for value enhancement in agrihorti produce-extruded foods, boil and serve, soak and serve, fry/bake and serve, ready to serve, ready mixes, simple processed foods, flavouring items, fermented and baked items, sugar based products, oil extraction • Formalisation and scaling up of rural food processing activities at farm gate and village level to reduce post harvest losses and provide rural employment • Pricing, branding, packaging, marketing and export of agri horti products based on Indian technology • Economics of village level processing unit based on Indian technology • Formulating marketing strategy for value added products, use of existing marketing channels like KVIC, NAFED, AMUL etc. • Schemes of NCDC for promotion of food processing business based on Indian technology, schemes of central/state government and other promotional organisations
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Processing of agri horti produce at farm gate/village level based on Indian technology as business enterprise for cooperatives
	II	Indian technology for value enhancement in agri horti produce
	III	Pricing, branding, packaging, marketing and export of agri horti products based on Indian technology
	IV	Economics of agri horti product processing units based on Indian technology
Day 2		Exposure visit
Day- 3	I	Formulating marketing strategy - use of existing marketing channels like KVIC, NAFED, AMUL etc
	II	Case study and movie related to Indian scenario related to Agri horti produce
		Schemes of NCDC for promotion of food processing business based on Indian technology, schemes of central/state government
		Feedback and valediction.

24) Programme on Marketing of Products of Tribal Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Concept, objectives and Guidelines of the Central Sector Scheme on FPO. • Cooperatives - concept, governance and business dimensions of tribal cooperatives • Opportunities for branding, marketing and export of products of tribal cooperatives • Formulation of business, marketing and export plans • Financial viabilities and economics of processing units based on minor forest produce and other natural products • Aggregation, primary processing (grading, sorting, cleaning, drying) and value addition of minor forest produce and other natural products • Branding, retailing, marketing and export of products • Use of IT, e-commerce and various social media platforms as channels for marketing of eco friendly and natural based products • Schemes of NCDC and convergence of various schemes for tribal cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of minor forest produce, natural products and other business activities of tribal cooperative societies – issues and emerging opportunities
	II	Cooperative principles, rules, regulations, governance and management and business dimensions in tribal cooperative societies
	III	Formulation of business, marketing and export plans, economics of processing units based on minor forest produce and other natural products, case studies
		FPO scheme-concept, objectives and Guidelines of Central Sectors Schemes on FPOs
Day 2	I	Concept of grading, branding, retailing, marketing and export of products
	II	Use of IT, e-commerce and various social media platforms as channels for marketing of eco friendly and natural products
		Schemes of NCDC and its role in promotion of tribal cooperatives and convergence of central/ state government schemes
		Feedback and valediction

25) Programme on Management of Custom Hiring Centre

1.	Course Contents	<ul style="list-style-type: none"> Indian agricultural scenario, gaps in farm mechanization, benefits and opportunities for farm mechanization Identification of various implements, machineries and equipment for custom hiring centre based on farming practices of the area and needs of the farming community Cost components, revenue model involved in custom hiring centre Maintenance of machinery and equipment Scheme of NCDC and its role in development of custom hiring centre for cooperatives HRD and soft skills of management, customer service centric approach for sustainable business
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Indian agricultural scenario, gaps in farm mechanization, benefits and opportunities for farm mechanization
	II	Identification of various implements and their maintenance, economics of custom hiring centre
	III	Customer service centric approach for sustainable business
		Feedback and valediction

26) Programme on Cyber Security for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Understanding some of the most prevalent cyber security threats - spam, phishing, spear phishing, malware, ransomware, social engineering etc. • Precaution and preventive measure to be taken at an individual level as well as institutional/cooperative level • Cyber security procedures and systems to secure applications, networks and device through networking, firewalls, LAN security, IDS,NAC, IPSec etc. • Classification of information, protecting privacy, maintain ownership, establish handling requirements • Implement and manage authorization mechanism to mitigate assess control attacks
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Understanding cyber threats – prevalence, risks and some of the common threats
	II	Systems to secure applications, networks and device through networking, firewalls, LAN security, IDS,NAC, IPSec etc.
	III	Measures involved in prevention and mitigation of cyber threats
		Feedback and valediction

27) Fish Processing Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Scenario, importance and opportunities of fish and fish processing industry, eco-friendly techniques for fish harvesting. • Different types of processed and value added fish products – IQF products, accelerated freeze dried, heat processed, coated and calm products, fillets, mince based, surumi, kneaded products, tuna eyes, fish meal, fish oil, etc. • Selection or testing methods of good quality raw material for processing. • Technologies, equipment and Good Manufacturing Practices of fish processing • Cleaning and maintenance of equipment, maintaining hygiene in the plant, waste disposal. • Financial aspects and economics of fish processing business. • Supply chain, branding and marketing of processed and value added products. • Quality control and standards– FSS Act 2006, NRCP, HACCP, BRC,ISO, USFDA, Codex Alimentarius Commission, etc. • Export-major markets and products, registration and certification of MPEDA for marine fish products-approval of processing units by Export Inspection Council of India, compliance of quality standards. • NCDC schemes for fish processing cooperatives, PM FME Scheme, PM Kisan SAMPADA Yojana, FIDF, PM Matsya Sampada Yojana etc.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking.
	I	Fish processing - scope and opportunities for cooperatives, different processed products and value added products.
	II	Technologies, equipments and Good Manufacturing Practices.
	III	Financial aspects and economics of fish processing business.
	IV	Supply chain, branding and marketing of processed fish products. (along with support video clips).
Day 2		Exposure visit.
		Presentation and discussion on the learning from exposure visit.
Day 3	I	Quality control and standards– FSS Act 2006, NRCP, HACCP, BRC,ISO, USFDA, Codex Alimentarius Commission etc
	II	Export – major markets and products, statutory requirement and compliances, role of MPEDA in export of marine fish products.
		NCDC schemes for fish processing cooperatives, schemes of central and state governments.
		Feedback and valediction.

28) Meat Processing Business by Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Meat and meat processing industry- status, challenges and opportunities. • Twelve distinct components of meat and meat byproducts related industries and opportunities for cooperatives. • Procurement of the animals, animal health certification, transportation of animals as per the guidelines of SPCA Act of 1960 and BIS Standards of 2007. • Different types of processed meat products- fresh frozen meat, processed offals, sausage, canned meat, homogenized meat preparations, preserved meats etc. • Different meat processing technologies, processes and equipments. • Meat wise cost components and economics of setting up meat processing unit, preparation of business development plan. • Supply chain; retail and wholesale marketing; branding, tie-up with different marketing channels. • Registration and license under FSS Act, 2006, FSS (Licensing & Registration) Regulation, 2011, implementation and compliance under the Act/ Regulation. • Export of processed meat products-registration, licensing and certification of units by APEDA, Export Act, 1963, quality assurance and safety programmes- HACCP and ISO standards, implementation and compliance. • NCDC schemes for meat processing cooperatives, PM FME Scheme, PM Kisan SAMPADA Yojana, other central and state governments schemes
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking.
	I	Meat processing - scope and opportunities for cooperatives, factors effecting the business, procurement and transportation of animals.
	II	Processing different types of meat and processed meat products, different processing technologies, processes and equipments.
	III	Meat wise cost components and economics of meat processing unit, preparation of business development plan.
	IV	Supply chain; branding, marketing and export of processed meat products. (along with support video clips).
Day 2		Exposure visit.
Day 3	I	Procedure for registration and license under FSS Act, 2006, & Regulation 2011 for implementation and compliance under the Act/ Regulation.
	II	Procedure for export - registration, licensing and certification by APEDA, Export Act, 1963, HACCP and ISO 9001: 2008 standards, implementation and compliance.
		NCDC schemes for meat processing cooperatives, schemes of central and state governments
		Feedback and valediction.

29) Crop Harvesting Technologies and Post Harvest Management

1.	Course Contents	<ul style="list-style-type: none"> • Overview of crop losses due to improper harvesting technology and PHM • Harvesting and threshing technologies for different crops. • Custom Hiring Centers through cooperatives - concept, economics, benefits, management and operation. • Post harvest management techniques for different crops -cleaning, sorting, sizing, grading, drying, proper storage, packaging, transport etc. • Use of storage, cold storage, modified atmospheric packaging (MAP), controlled atmosphere (CA) storage, cold chain • Post harvest environmental issues- wealth from waste.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of crop losses due to improper harvesting technology and PHM, harvesting and threshing technologies for different crops
	II	Post harvest management techniques for different crops , use of storage, cold storage, Modified Atmosphere Storage, Controlled Atmosphere Storage, cold chain, MAP
	III	Custom Hiring Centers through cooperatives – concept, economics, benefits, management and operation
	IV	Post harvest environmental issues- wealth from waste. (along with support video clips).
Day 2		Exposure visit
		Presentations and discussion
		Feedback and valediction

30) Businesses by Cooperatives through Leveraging of Government and NCDC Schemes

1.	Course Contents	<ul style="list-style-type: none"> Major schemes of central government pertaining to cooperative businesses –RKVY, Schemes of MoFPI- PM FME etc, Scheme for Formation and Promotion of FPOs, AMI , AFI, National Beekeeping and Honey Mission, Van Dhan Yojana, FIDF, PM Matsya Sampada Yojana, DIDF Role of NCDC as DFI for cooperatives in India, new initiatives of NCDC for cooperative sector, IICTF, NEDAC linkages Schemes of NCDC for financing cooperative business, ICDP, Yuva Sahakar, Sahakar Mitra, Sahakar Niryat, promotional and developmental schemes Good business practices using emerging technologies Training and capacity building programmes of LINAC, promotional and development schemes Eligibility criteria and procedure for availing various Government and NCDC Schemes
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Major important schemes of the Central Government and NCDC schemes for availing financial assistance
	II	Good business practices of cooperatives with the use of emerging technologies
	III	Measures to be incorporated for capacity building of cooperatives through various sectors
		Feedback and valediction

31) Training Programme on Freshwater Aquaculture Business by FFPOs

1.	Course Content	<ul style="list-style-type: none"> • Overview of fisheries sector with focus on freshwater aquaculture • Fin fish production-site selection, species selection, stocking, seed management, feed management, disease management, harvesting etc. • Fresh water prawn culture-site selection, species selection, stocking, seed management, feed management, disease management, harvesting etc. • Farming system in freshwater aquaculture • “Less Drop-More Crop” – effective utilization of technological infusion in freshwater aquaculture for improving income of the society • Integrated fish farming (fish-poultry-duckery-paddy- others) – “product mix for fisheries FFPOs to leverage the risk in fisheries business” • Business development plan and economics of freshwater aquaculture • Value chain management in freshwater aquaculture • Role of NCDC and its schemes in the development of fisheries sector, schemes of central/ state government and other agencies- FIDF, PMMSY etc. • Quality standards for effective supply chain and export • Use of e-commerce, digital marketing, business to business (B to B), retail chain, live fish sell, website, direct marketing etc. • Opportunities for fish value addition in freshwater aquaculture
Day-wise schedule		
Day	Session	Topic
Day1		Registration, orientation and ice breaking
	I	Overview of fisheries sector with focus on freshwater aquaculture- challenges and business opportunities
	II	Best management practices in fin fish production, movies on successful fin fish production business
	III	Best management practices in fresh water prawn culture, movies on successful fresh water prawn culture
	IV	“Less drop-more crop” – effective utilization of technological infusion in freshwater aquaculture for improving income of the society
Day2	I	Farming system in freshwater aquaculture and economics of freshwater aquaculture
	II	Value chain management in fisheries sector and opportunities for fish value addition in freshwater aquaculture (along with movie clips)
	III	Use of e-commerce and different marketing channels for marketing of fish and fish products, effective implementation and quality standards
Day 3		Exposure visit
		Feedback and valediction

32) Training Programme on Cold Chain Logistics and Marketing Infrastructure

1.	Course Content	<ul style="list-style-type: none"> • Overview of cold chain sector- challenges faced and how it enables business opportunities for fishery sector • Cold-chain for first mile aggregation, preconditioning, blast- freezing, and staging of fish produce. • Temperature controlled transportation system and handling. • Synergies in cold-chain with other product lines for capacity utilisation • Cold chain warehousing-temperature control, storage and distribution hub. • Cold chain merchandising- last mile retail establishment. • Business and revenue model of cold chain • PMMSY support and NCDC scheme for cold chain, and other schemes of Central/State Govt.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Overview of cold chain sector as a business enabler, first mile handling and aggregation, preconditioning, blast-freezing, staging of fish produce.
	II	Cold chain transportation, temperature control transportation system and handling.
	III	Cold chain warehousing-temperature control, storage and distribution hub.
	IV	Cold chain merchandising- last mile retail establishment, video on successful cold chain unit
Day 2	I	Business and revenue model of cold chain, schemes available for cold chain
		Exposure visit
		Feedback and valediction

33) Programme on Domestic marketing in fisheries sector

1.	Course Content	<ul style="list-style-type: none"> • Definition of demand and markets and its importance for marketing decisions • Assessing market demand and supply and formulating business plan • Ways to access market – marketing and distribution channels • Market expansion through market connectivity and targeting markets • Demand linked pricing, packaging, branding, marketing of products • Use of e-commerce, e-trading and social media for marketing of products • Quality standards, statutory requirements and compliance • Customer relationship management • Schemes of DoF for promoting marketing of fishery products • Role of NCDC in promoting domestic marketing of products of cooperatives
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Concept of marketing in cooperatives
	II	Defining target markets, formulating marketing plan and marketing mix
	III	Pricing, packaging, branding, marketing and export of products
	IV	Use of e-commerce, e-trading marketing of platform and social media for products
Day 2	I	Quality standards, statutory requirements and compliance with respect to fisheries sector
	II	Case study
		PMMSY support and schemes of NCDC and its role in promoting of products
		Feedback and valediction

34) Training Programme on Exports by fisheries cooperatives

1.	Course Content	<ul style="list-style-type: none"> • Definition of marketing and its importance for business enterprises • Assessing market demand and supply and formulating business plan • Processing and value addition of products for getting higher margin food products • Ways to access market – marketing and distribution channels • Pricing, packaging, branding, marketing and export of products • Use of social media in export markets for marketing of products • Quality standards, statutory requirements and compliance • Customer relationship management • MPEDA schemes for promoting marketing of products of cooperatives • DAF schemes in supporting linkages with export markets • Role of NCDC in promoting marketing and export of products of cooperatives through Cooperative Sector Exports Promotion Forum, NEDAC linkages and India International Cooperatives Trade Fair (IICTF)
Day-wise schedule		
Day	Session	Topic
Day1		Registration, orientation and ice breaking
	I	Concept of marketing in cooperatives
	II	Defining target markets, formulating marketing plan and marketing mix
	III	Pricing, packaging, branding, marketing and export of products of cooperative
	IV	Use of e-commerce, e-trading platform and social media for marketing of products
Day2	I	Export quality standards, statutory requirements and compliances with respect to fisheries sector
	II	Case study
		PMMSY support and schemes of MPEDA and NCDC and its role in promoting marketing and export of fishery products
		Feedback and valediction

35) Training Programme on diversification in fisheries businesses

1.	Course Content	<ul style="list-style-type: none"> • Aqua-tourism/ recreational fisheries-an emerging opportunities for fisheries FFPO • Diversification into other fish types and allied activities • Managing interactions with tourists and safety precautions • Allied business opportunities arising from business to customer activities
Day-wise schedule		
Day	Session	Topic
Day1		Registration, orientation and ice breaking
	I	Broad market view and development of aqua-tourism
	II	Development of integrated ornamental fish unit, aqua-tourism / recreational fishing
	III	Village level and enterprise opportunities and challenges from aqua-tourism
	IV	Hospitality and customer management concepts
Day2	I	Diversification in product lines – fish variety and markets
	II	Diversification into secondary activities – services and/or value addition to product
		Support under PMMSY and DoF for diversification including aqua-tourism
		Feedback and valediction

36) Programme on Marketing of Perishables for Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • Overview of perishable products sector, opportunities and challenges • Primary processing at farm gate, value addition opportunities of perishable products • Value chain management and logistics of perishable crops • Assessing the demand and supply and identifying and developing the appropriate market channels. • Post-harvest management like cold storage, storage facilities etc. • Present scenario and SWOT analysis of the sector. • Extension support for developing the sector as business enterprise • Food Safety and Standard Act, 2006, implementation and compliance under the Act • Branding, marketing and export potential, procedure and documentation • Leveraging centre, state and NCDC schemes for development of Cooperative enterprises • Schemes of MoFPI/ NCDC for perishable business
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Issues and opportunities in horticulture sector, post-harvest management and cold chain
	II	Primary processing at farm gate, scope for value addition in perishable crops, movie on successful processing units
	III	Supply chain management and logistics of perishable crops
	IV	Identifying & developing market channels for perishable business
Day 2		Exposure visit
Day 3	I	Concept of good measures of marketing of perishables
	II	Branding, marketing and export potential, procedure and documentation,
		Leveraging centre, state and NCDC schemes for development of Cooperative enterprises
		Feedback and valediction.

37. Training programme on Dairy Animals Health Management and Clean Milk Production

1.	Course Contents	<ul style="list-style-type: none"> • Nutritional requirements of dairy animals • Common fodder and feed – types and advantages • General principles of dairy farm management • Cleaning and sanitation of dairy farm and equipments, prophylactic measures • Water sanitation, labour hygiene, farm waste management, utilization and disposal in order to maintain animal hygiene. • Sanitation practices to be followed before and after milking • Good practices for hand milking and machine milking • Factors influencing efficiency of milking machine • Milk quality and hygiene at various levels i.e farm level, collection and processing • Milk storage and transport • Milch animal health management. • Vaccination, immunization, disease prevention and information on first aid • Maintenance of milking vessels and pouring vessels • Preservation of milk to reduce spoilage • Do's and don'ts by farmers
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Animal nutritional requirements, fodder and feed - types and specific advantages
	II	Hygiene and care of milch animals including good practices for farm management
	III	Animal health problems, disease and its management including prevention and control of disease
	IV	Clean milk production, handling and preservation of raw milk
		Feedback and Valediction

38. Training Programme on Management, Business Development, Accounts and Book Keeping in Dairy Cooperative Societies

1.	Course Contents	<ul style="list-style-type: none"> • Cooperative identity, values, principles and business dimensions • Tenets of good governance and management • Role and responsibilities of chairman, BoDs, managers and members • Role of NCDC and its schemes for development of cooperatives • Bringing FPOs, FPCs, and SHGs etc. into cooperative fold. • Objectives, functions of primary cooperatives and bye-laws • Managerial practices for different services and businesses • AGM-convening of meetings and records of minutes • Basic strategies for image building, PR and customers satisfaction • Conducting SWOT analysis • Emerging requirements of members and market • Process to identify business opportunities, preparing total business plans and operational plans • Resource requirement and mobilization • Strategies for effective implementation of plan • Establishing forward and backward linkages • Maintenance of record of physical assets and inventories • Upkeep of infrastructure, facilities and optimizing their utilization • Payment of public duties and taxes. • Assessment of fund requirements and review of their utilizations • Sources, cost, mobilization of funds and profit optimization • Concepts, principles of accounting, types of books, journals and recording of financial transactions • Accounting trail and process • Types of financial statements, their relevance, component of trading, profit/loss accounts and balance sheet • Procedure for preparing financial accounts, checking the errors, adjustment /reverse entries • Common audit observations and their compliance • Analyzing situations and devising strategies for cost cutting and running the societies as a business enterprise
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Concept and dimensions of cooperative business enterprise
	II	Roles, rights and responsibilities of common members in governance of cooperatives sector
	III	Good management practices of cooperatives in India with respect to dairy sector

		NCDC's and other schemes for developing dairy cooperatives
Day 2	I	Identifying new business opportunities for value addition in dairy sector
	II	SWOT and six sigma analysis with respect to cooperative sector
	III	Inventory management of physical and financial assets
	IV	Techniques of image building and good public relations and handling of social media
Day 3	I	Basic accounting principles and types of books, journals and recording of financial transactions for cooperatives
	II	Types of financial statements, their relevance and preparation of trading account, profit & loss account and balance sheet and existing norms of GST filing for cooperatives
	III	Reconciliation of accounts, audit and its compliance
		Feedback and Valediction

39. Training Programme on Health Care Management, Nutrition and Improving Production of Milk in Milch Animals

1.	Course Contents	<ul style="list-style-type: none"> • Scenario and recent developments in dairy sector • NCDC's, DIDF and other schemes for dairy cooperatives • Types of vaccines, purpose, and vaccination schedule including their availability. • Preservation and methods of vaccination. • Pre and post vaccination care. • Importance of milking history in identification of animal health, advice to the farmers towards sustainable management. • How to motivate and mobilize farmers towards best practices in dairy management. • Identification of areas and necessary steps to be taken at para vets level towards increase in production • Hygiene practices, do's and don'ts. • Common feeding/grazing practices and interventions required. • Importance of balanced feeding, minerals and different feed formulations. • Types of diseases, their symptoms, prevention and control. • Identification of signs of health, signs of sickness and importance of first aid including types of first aid • Role of record keeping in evaluation of animal health and its improvement. • Templates and criteria for good record keeping.
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Scenario and recent developments in dairy sector
	II	Intervention required for increase in production and productivity
	III	Animal health, nutrition and disease prevention and reproductive cycle management
Day 2	I	Care ,hygiene and farm management of dairy animals
	II	Selection and procurement of best breeds of milch animals
	III	Maintenance of animal records and vaccination cycle
	IV	Ideal extension and motivating practices for better animal health and milk production
		NCDC's, DIDF and other schemes for dairy cooperatives

	Feedback and Valediction
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40. Executive Development Programme on Operations and Management of Dairy Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> Recent initiatives, technologies and developments in dairy sector in India Milk procurement management system Milk transportation system Milk processing and quality management system Developments in value added and fortified dairy products Renewal energy infrastructure Pricing and marketing of milk and dairy products Supply chain & distribution logistics Cattle feed/feed supplement plants Cattle feed storage system Pet bottle/ packaging material manufacturing units for dairy products Marketing infrastructure (e-market system), bulk vending system, milk parlour, deep freezer, cold-storage etc. ICT (Block chain technology, servers, IT solutions, near real time devices etc.) Research and development (e.g. lab and equipment, new technology, innovations, product development etc.) in dairy sector
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Recent initiatives and developments in dairy sector in India
	II	Operations management of milk procurement
	III	Logistics of milk management
	IV	Milk processing and quality management
Day 2	I	Developments in value added and fortified dairy products
	II	Energy, waste and safety management as applicable in global scenario
	III	Renewable energy infrastructure / plants and their energy efficiency
	IV	Pet bottle/ packaging material, manufacturing units for dairy purposes
Day 3	I	Pricing and marketing of milk and dairy products
	II	Supply chain and distribution logistics
	III	Extension policies and practices for livestock development
	IV	Management of commodity and cattle feed godowns
Day 4	I	Cattle feed/feed supplement plants
	II	Marketing infrastructure (e-market system), bulk vending system, milk parlour, deep freezer, cold-storage etc (along with movie clips)
	III	ICT (Block chain technology, servers, IT solutions, near real time devices etc.)
	IV	Managerial communications and motivation skills
Day 5	I	Research and development (e.g. lab and equipment, new technology, innovations, product development etc.) in dairy sector
		NCDC's, DIDF and other schemes for development of dairy cooperatives

		Study visit
		Feedback and Valediction

41. Training Programme on NCDC Schemes for Developing Dairy Cooperatives

1.	Course Contents	<ul style="list-style-type: none"> • NCDC schemes for dairy cooperative societies • DIDF and other schemes, their components and dovetailing with NCDC scheme • Procedure and requirements for availing financial assistance from NCDC
Day-wise schedule		
Day	Session	Topic
Day 1		Registration, orientation and ice breaking
	I	Financial Assistance for infrastructure and business development in dairy cooperatives
	II	Dairy Infrastructure Development Fund and other schemes-their objectives, components and dovetailing with NCDC schemes
		NCDC schemes for development of dairy cooperatives Common loan application, procedures and requirements for availing financial assistance from NCDC
		Feedback and Valediction