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Memo No. 15438 /SME, Dated 27/06/2023

Copy forwarded to the Director, Secondary Education, Odisha, Bhubaneswar/ SPD, OSEPA, Odisha, Bhubaneswar/ SPD, OSEPA-cum-Member Secretary, Mo School Abhiyan Parichalana Sangathan, Odisha, Bhubaneswar/ all DEOs for kind information and necessary action.

 27/6/23

Additional Secretary to Government

Memo No. 15439 /SME, Dated 27/06/2023

Copy forwarded to the Private Secretary to Principal Secretary to Government, MSME Department / Sr. Private Secretary to Commissioner-cum-Secretary to Government, S & ME Department/ Private Secretary to Commissioner-cum- Secretary, Mission Shakti Department for kind information of Principal Secretary to Government, MSME Department/ Commissioner-cum-Secretary, S & ME and Commissioner-cum- Secretary, Mission Shakti Department respectively.

 27/6/23

Additional Secretary to Government

Annexure-1

Calendar of Activities for Procurement and Supply of School Uniforms

Sl. No.	Activity	Time Line	Action by
1	Funds to be released to SMCs/SMDCs	29 th June 2023	OSEPA
2	Floating of Eol at the District level	1 st July 2023	DEO-cum-DPC
3	Preparation of a detailed list of MSME Manufacturing units/ WSHGs Tailoring units	1 st July 2023	GM, DIC & DSWO
4	Meeting at the Block level	1 st July 2023	Block Education Officer
5	Floating of Eol at Block level	3 rd July 2023	Block Education Officer
6	Selection and tagging of Schools and no. of Students	9 th July 2023	Block Education Officer
7	Detail list is to be sent from Block to District for approval of the Collector & DM		Block Education Officer
8	Work Order to be issued to MSME Manufacturing units/ WSHGs Tailoring units	10 th July 2023	SMC & HM of the concerned Schools
9	Measurement of Uniforms of Boys and Girls as per specification	10 th July 2023	Concerned MSME/SHG units
10	Supply of School Uniform at School point by MSME Manufacturing units/ WSHGs Tailoring units	15 th July 2023	Concerned MSME/SHG units
11	Payment to MSME Manufacturing units/ WSHGs Tailoring units	After supplying uniforms to school students as per terms and conditions.	SMC/SMDC & HM of the concerned Schools

Annexure-2

Detail list of SHG and MSE units Under the District

Sl. No.	Name of Block	Name of MSE units/ SHG units for Supply of School Uniforms (Boys & Girls)	Contact persons address and phone no.	Production Capacity of school uniform (Unit)

Signature of GM, DIC/DSWO

Annexure3

Model Expression of Interest (Eoi) for inviting Expression of Interest for selection of MSE Manufacturing units/ WSHGs units for Procurement and Supply of School uniforms.

No:

Date:

Interested MSE Manufacturing units/ WSHGs units having willingness and aptitude for providing school uniforms to schools are invited to submit their proposal before the concerned Block Education Officer in the format mentioned below within 07 (Seven) days of this advertisement i.e. by Date. MSE Manufacturing units/ WSHGs units should preferably be from the same Block/ any of the adjoining Block under the same District as per the location of the schools where they propose to take up the activity through the given terms and conditions mentioned below.

Terms and Conditions for Procurement and Supply of school uniforms:

1. The MSE manufacturing units/ WSHG units should supply the materials within the timeline given by the school from the date of issue of supply order failing which the supply order will be cancelled.
2. They may provide more than one sample uniform both for boys and girls, as per the photocopy of the specification & design enclosed. The best sample should be selected and kept in the school for checking and awaiting purpose.
3. For boy students – 2 pairs of uniform of Holy green colour pant and checkered holy green and white colour shirt.
4. For girl students- 2 pairs of uniform of Holy green colour salwar, checkered holy green and white colour kameez and Holy green colour jacket.
5. Rs. 550/- will be the rate for Two pairs of uniforms (inclusive of taxes, packing and transportation to school point).
6. In no case advance payment will be made for the materials so indented. Payment to the supplier will be made through e -payment and no payment will be made in cash.
7. Any damage found in the supply of school uniforms is not liable to the intending authority. The MSE Manufacturing units/ WSHG units will supply good quality school uniforms as per prescribed specification.

8. School authorities will check quality of the uniform while receiving it from the MSE units/WSHG units.
9. The details of different qualities and brands should be mentioned in the Expression of Interest.
10. Quantity of materials to be processed may change as per actual requirement.
11. Expression of Interest received without fulfilling terms and conditions is liable for rejection.
12. The Collector & DM reserve every right to cancel the Eoi without assigning any reason thereof.

Sl. No.	Name of Block	Name and Address of MSE Manufacturing units/ WSHG units	Capacity of providing School uniforms in numbers including Boys & Girls	Cost of Boy's school uniform	Cost of Girl's school uniform	Remarks

Signature

NB: The applicant MSE Manufacturing units/ WSHG Tailoring units can get detailed information on the scheme from the concerned Block Education Officer.

Application Format for Expression of Interest (EoI)

1. Name of the MSE Manufacturing units/ WSHG units:

2. MSE Manufacturing units/ WSHG units

Address: Village _____ Post Office _____

GP _____ Block _____

District _____ PIN _____, ICDS Project (if) _____

3. Year of Formation/Establishment: _____

4. Present activities undertaking: _____

5. Savings Bank Account Number with IFSC code: _____

6. Bank and Branch Name: _____

Documents required for MSE Manufacturing units/ WSHG units:

1. Self-declaration of maintenance of meeting register (for SHGs) (Yes / No):

2. Resolution of the WSHGs units to take up the activity is enclosed (Yes / No):

3. For MSE Manufacturing Units, following documents are required:

a. Udyam Registration No.:

b. PAN No.:

c. GSTIN (if available):

4. Contact No (MSE/WSHG): _____

Name & Signature of the Authorized Person of the MSE manufacturing unit/SHG unit

Date:

27

Acknowledgement

Received the Expression of Interest from MSE Manufacturing units/ WSHG units,
_____ on date
_____ for the activity

Signature of the BEO / Authorized Signatory
Date:

Annexure-4

Inspection format for Block level Committee

Date of inspection:

1. Name of the MSE Manufacturing units/ WSHG units :
2. Location :
3. Postal Address :
4. Name of the Owner/Contact Person :
5. Capacity of supply of school uniforms by MSE/SHG Unit :
(School Uniform for number of class IX&X students for both Boys and Girls)
6. Detail documents verified by the inspecting team:
 - I. Resolution Registers (for SHGs)
7. For MSE Manufacturing Unit following documents are required:
 - a. Udyam Registration No.:
 - b. PAN No.:
 - c. GSTIN (if available):
8. Name and designation of the members of the inspection team:
9. Remarks by the inspection team:

Signature of the Members of the Inspecting Team

N.B: Before recommendation to the District level committee, the Block level committee will inspect the MSE/SHG unit and submit detailed list along with filled in inspection format.

Annexure 5

Recommendation of Block Level Committee to District Level Committee on MSE Manufacturing units/ WSHG units for Procurement and Supply of School Uniform in Govt. and Govt. Aided Schools.

Name of Block	Name of the MSE Manufacturing units / WSHG units	Date of form	Bank Name	Branch Name	Bank Account Number	IFSC Code	Maintaining meeting Register for SHG (Yes/No)	Udyam Registration No. (for MSE)	PAN No. (For MSE)	GSTIN (if available) (For MSE)	Tagged School Name with UDISE Code	No. of Boys	No. of Girls	Total	Remark
1	2	3	4	5	6	7	8	10	11	12	13	14	15	18	17

29

Block Project Manager

Block Project Coordinator

Child Development Project Officer

Industrial Promotion Officer

Block Education Officer

Block Development Officer



AGREEMENT

In pursuance with letter No of Commissioner-cum-Secretary, S & ME Deptt., Commissioner-cum-Secretary, Department of Mission Shakti & Principal Secretary, MSME Deptt. this Agreement is made on day _____ of _____ Month _____ Year between the School Management Committee represented by HM of the Secondary School, (herein after called the First Party which expression shall, unless excluded by or repugnant to the subject or context include his/her successors in office and assignees) of the one part.

AND

MSE Manufacturing units/ WSHG units (herein after called the second party which expression shall, unless excluded by or repugnant to the subject or context include its heirs, executors administrators and assignees) of the other part.

NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER

1. This agreement shall be for a period of one year with effect from the date of execution and unless there is any complaint issued related to their performance.
2. The second party agrees to procurement and supply of School uniforms in _____ School.
3. The Procurement and supply of uniforms in Schools to be provided by the Second Party should be in line with the requirements approved by the District Level Committee. There shall be no discrimination based on religion, caste and creed in providing services to Schools.
4. After getting the supply order, SHGs/MSEs are to deliver uniforms within number of days.
5. The SMC / SMDC can check the quality and quantity of uniforms provided by the MSE Manufacturing units/ WSHG units.
6. Expenses incurred in transportation, packing and labor charges etc. shall be borne by the concerned MSE Manufacturing units/ WSHGs units.
7. The first party shall render acknowledgement to the Second party on receipt of School uniforms and such acknowledgement shall be part of the record of the school.
8. The Second Party shall raise the claim to the First Party to receive the approved total uniform cost as per the supply order in terms and conditions laid thereof. The first party represented by SMC and HM of the concerned school shall settle the claim within 15 days and transfer the amount to the account of the second party through online mode.

9. The second party shall follow all terms and conditions of the school for the procurement and distribution of school uniforms.
10. First Party with the approval of the Government shall have the right to change/modify any clause/provision of the agreement if it is satisfied that it is necessary to do so.
11. In the event of termination of the agreement due to discontinuance of the Programme, violation of the agreement, settlement of accounts and withdrawal of the Second Party, the assets created out of the assistance/grants/donation for this purpose received by the Second Party shall revert to the First Party.
12. Either the parties may terminate this agreement by serving a notice of one week to the other party. The accounts between the parties will be settled and adjusted finally within the aforesaid period.
13. This agreement can be terminated by the First party before the expiry period without any notice in case the Programme is closed by the Government of Odisha.
14. Any dispute between the parties shall be jointly inquired by BEO, IPO & CDPO to sort out the issues. Whenever any party is aggrieved with the findings of the joint inquiry report appeal can be preferred to the Block level committee whose decision shall be final. Any party aggrieved by the decision of the Block level committee can prefer to appeal to the District level committee.
15. IN WITNESS WHEREOF the parties hereto have set their respective hands to this indenture of Agreement on the date, month and year herein above written.

Witnesses

Signature of

1.

The First Party

2.

Second Party

