

**GOVERNMENT OF ODISHA  
SCHOOL & MASS EDUCATION DEPARTMENT**

No. 15437 / 1, Dt. 27/06/2023  
SME-SSE-SSE-0021/2023 (P-1)

Principal Secretary    Commissioner-cum-Secretary    Commissioner-cum-Secretary  
Deptt. of MSME        Deptt. of Mission Shakti        Deptt. of School & Mass Education

To

**All District Collectors**

**Sub: Engagement of Micro & Small Enterprise (MSE) Manufacturing Units/ WSHG Tailoring Units for Procurement and Distribution of School Uniform for class IX & X Students of Govt. and Govt. Aided Secondary Schools under Mukhyamantri Chhatra Chhatri Paridhan Yojna**

Madam / Sir,

Mukhyamantri Chhatra Chhatri Paridhan Yojna is a flagship scheme of Government of Odisha. It strives to instil a sense of dignity and confidence among children of Secondary Schools by providing them with uniforms and other accessories. Secondly, to promote local (garment) manufacturing activities, it has also been decided to give preference to eligible MSE and SHG manufacturing units in the process of procurement of uniforms.

This document includes comprehensive guidelines to ensure collaboration/convergence between field-level functionaries of relevant departments i.e. MSME, Mission Shakti and S&ME departments. It is hoped that these guidelines would not only enable procurement of good quality uniforms under the Mukhyamantri Chhatra Chhatri Paridhan Yojna, but would also promote local garment manufacturing activities in odisha.

The guidelines given below include structural arrangements for implementation of the scheme at the block and district levels, processes to be followed and documents to be used/ maintained.

**A. STRUCTURAL ARRANGEMENT:**

There shall be committees for smooth implementation of the procurement process as given below:

**A1. Block Level Committee:** The Block Level Committee will be as follows:



- i. Block Development Officer (BDO) – Chairperson.
- ii. Block Education Officer – Member Convener.
- iii. Child Development Project Officer (CDPO) – Member.
- iv. Industrial Promotion Officer (IPO)- Member.
- v. BPC & Block Project Manager, Mission Shakti – Member.
- vi. Block Level Federation Leader – Member.

**A2. District Level Committee:** The District Level Committee will be as follows:

- i. Collector & DM- Chairperson
- ii. DEO cum DPC – Member Convenor.
- iii. District Social Welfare Officer – Member.
- iv. General Manager, DIC - Member
- v. District Project Coordinator, Mission Shakti- Member.
- vi. Gender Coordinator, SS- Member.

#### **B. PROCEDURE FOR PROCUREMENT:**

1. Director, Secondary Education will provide a timeline to the districts towards implementation of procurement and distribution of school uniforms for class IX&X students through MSE/SHG units. (**Annexure-1**)
2. The DSWO and GM, DIC will submit detailed list of SHG tailoring units (SHG includes SHGs, their federations, Product Groups (PGs) and Producer Companies (PCs) and MSE Manufacturing units (who will supply uniforms) to District Education Officer-cum-District Project Coordinator (DEO-cum-DPC) (**Annexure-2**)
3. After receipt of detailed list from DSWO and GM, DIC, Expression of Interest (Eoi) shall be floated at District level.
4. Expression of Interest (Eoi) floated by DEO-cum-DPC shall be widely published in different offices of the district as well as its blocks. (**Annexure-3**)
5. Interested MSE/SHG units will apply in prescribed format to the Block Education Officer for this purpose.
6. After receipt of application from MSE/SHG units, Block level meeting will be convened by the BEO under chairmanship of BDO. Applications received from the units will be verified in detail with respect to their physical location, production capacity and other details. The shortlisted units shall be physically inspected by the committee. Thereafter, basing on the field inspection the committee will send its recommendation to the district level committee suggesting tagging of units to schools (indicating number of students).



- MSE Manufacturing units/SHG within the Block/District will be tagged to schools (indicating number of students) for supply and distribution of school uniforms based on their capacity.
  - In other words, manufacturing capacity of MSE/SHG unit will be assessed and accordingly, will be tagged to nearby schools, depending on the number of students that can be covered by the respective MSE/SHG units.
7. After receipt of recommendation from Block level committee, District level committee meeting will be convened under chairpersonship of Collector & DM to examine the recommendation and approve it with or without change.
  8. After approval by the district level committee, DEO -cum-DPC will send the approved list to the schools for execution of agreement and placement of supply order with the tagged MSE/ SHG units, as the case may be. After getting supply order, the SHG/MSE units are to deliver uniforms within the stipulated time as per the agreement.
  9. In case a school is not tagged to an MSE/SHG unit, then the school will follow Samagra Shiksha guidelines (meant for elementary schools) for procurement of uniforms for its students.
  10. If a MSE unit and a SHG unit are equidistant from a school, first preference will be given to the SHG unit. The MSE unit will then be considered for the next nearest school(s).
  11. Since the price of each item is fixed, the best sample provided and confirming to the specification should be accepted.

### **C. EXECUTION OF AGREEMENT:**

1. Formal agreement for this purpose will be executed between School Management Committee (SMC) / School Management and Developments Committee (SMDC) represented by HM-cum-member convener of School level and selected MSE Manufacturing units/ WSHG Tailoring units for procurement and supply of School Uniform. **(Annexure-6)**
2. E-Payment will be made at school level to MSE Manufacturing units/ WSHG Tailoring units for supply of school uniforms as per finance norms.
3. One pair of School uniform shall be kept in school for audit purpose.
4. For conflict arising at any stage regarding selection of SHG/MSE units or payment issues, the district level committee will take final decision.
5. Any legal dispute that arises at any stage, the same will be resolved within the



6. Initial contract period for procurement and supply of School Uniform of MSE Manufacturing units/ WSHG Tailoring units will be one year.
7. However, if a question of cancellation of Supply order relating to MSE Manufacturing units/ WSHG units arises, the matter shall be jointly inquired by DEO-cum-DPC, GM, DIC & DSWO within 7 days and appropriate decision shall be taken in the district level committee. An agreement with the MSE/SHG unit may be terminated with one-week prior notice and shall be replaced by another MSE Manufacturing unit/ WSHG Tailoring unit from among the empanelled list or purchased through School Management Committee (SMC)/ School Management and Developments Committee (SMDC) as per decision of the district level committee.

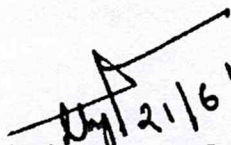
**D. SETTLEMENT OF CLAIMS:**

MSE Manufacturing units/ WSHGs units shall raise invoice to the School Management Committee represented by Headmaster-cum-Member Convenor at the end of the supply of school uniforms. Approved amount will be paid to MSE Manufacturing units/ WSHG units through e-payment within 15 days of receipt of claims.

This guideline is only meant for procurement of school uniforms for students of class IX&X in Govt. (S&ME Deptt. & Govt. Aided Secondary Schools, out of State Plan @Rs.550/- per student for the financial year-2023-24. The funds for the purpose will be released to SMCs/SMDCs by 10<sup>th</sup> June 2023 and school uniform will be supplied to the schools by 15<sup>th</sup> July 2023. The pattern for uniform is attached herewith.

Yours faithfully

  
21/6/23  
Commissioner-cum-Secretary  
Department of Mission Shakti


  
21/6/23  
Commissioner-cum-Secretary  
Department of School & Mass Education

  
21.6.2023  
Principal Secretary  
Department of MSME



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.



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.



Additional Secretary to Government

**Annexure-1****Calendar of Activities for Procurement and Supply of School Uniforms**

<b>Sl. No.</b>	<b>Activity</b>	<b>Time Line</b>	<b>Action by</b>
1	Funds to be released to SMCs/SMDCs	29 <sup>th</sup> June 2023	OSEPA
2	Floating of Eol at the District level	1 <sup>st</sup> July 2023	DEO-cum-DPC
3	Preparation of a detailed list of MSME Manufacturing units/ WSHGs Tailoring units	1 <sup>st</sup> July 2023	GM, DIC & DSWO
4	Meeting at the Block level	1 <sup>st</sup> July 2023	Block Education Officer
5	Floating of Eol at Block level	3 <sup>rd</sup> July 2023	Block Education Officer
6	Selection and tagging of Schools and no. of Students	9 <sup>th</sup> 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 <sup>th</sup> July 2023	SMC & HM of the concerned Schools
9	Measurement of Uniforms of Boys and Girls as per specification	10 <sup>th</sup> July 2023	Concerned MSME/SHG units
10	Supply of School Uniform at School point by MSME Manufacturing units/ WSHGs Tailoring units	15 <sup>th</sup> 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**

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

**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:



**Acknowledgement**

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

Signature of the BEO / Authorized Signatory  
Date:



**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.

1	2	3	4	5	6	7	8	10	11	12	13	No. of Boys	No. of Girls	Total	Remark
Name of Block	Name of the MSE Manufacturing units/ WSHG units	Date of formation	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
												14	15	16	17

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

1.

2.

Signature of

The First Party

Second Party