



**DISTRICT PROJECT OFFICE,
SAMAGRA SHIKSHYA: KENDRAPARA**

Ph. No. 06727-220562/220547
e-mail-ssa_knd@rediffmail.com



No. 1403

Date. 11.8.25

**EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT &
SUPPLY OF SCHOOL UNIFORMS FOR CLASS IX to X STUDENTS.**

Expression of Interest is invited in the prescribed format from the MSE Manufacturing Units/ WSHGs units of Kendrapara District for supply of school uniforms for Class IX to X students. The detail information is available in the official website i.e. www.kendrapara.odisha.gov.in and in all Block Education Offices/ all Panchayat Samiti Offices/ District Project Office, SS, Kendrapara/ District Education Office/ District Social Welfare Office/ DIC/ Mission Shakti.

By the order of Collector-cum-chairman,SS

[Handwritten Signature]
11/8/25

**District Project Co-ordinator
SS, Kendrapara**



25

**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA: KENDRAPARA**

Ph. No. 06727-220562/220547
e-mail-ssa_knd@rediffmail.com



No. 1399 //GE

Date. 08/08/25

Inviting Expression of Interest (Eoi) for selection of MSE manufacturing units/ WSHGs units for Procurement and Supply of School Uniforms for Secondary Students (Class IX & X)

Expression of Interest for selection of MSE Manufacturing units/WSHG units for Procurement and Supply of School Uniform of Class IX & X students of Govt. and Govt. Aided Secondary Schools under Mukhyamantri Chhatra Chhatri Paridhan Yojana for the financial year 2025-26

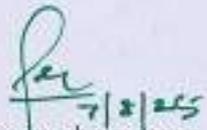
Interested MSE Manufacturing units/WSHG units having willingness and aptitude for providing school uniforms to schools are invited to submit their proposal before the concerned Block Education Officer in the format mentioned below within 07 (seven) working days of this advertisement i.e. by date ~~21-8-25~~ ²¹⁻⁸⁻²⁵ upto 5:30 PM. MSE Manufacturing units /WSHG 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 and design enclosed. The best sample should be selected and kept in the school for checking and awaiting purpose.
3. The design and colour of said Secondary Boys and Girls Uniform (finalised by S & ME Department Vide Letter No.24851/ SME, dtd: 01.10.2024) is attached herewith as Annexure-A for reference (Colour codes: 4C1E0F, 87391A, E3C89D)
4. For boy students- **2 pairs of uniform (full Pant and Half shirt)**.
5. For girl students - **2 pairs of uniform (Salwar, Kameez and Jacket)**
6. Rs.550/- will be the rate for two pairs of uniforms (inclusive of taxes, packing and transportation to school point.)
7. 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.
8. 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.
9. School authorities will check quality of the uniform while receiving it from the MSE units/WSHG units.
10. The details of different qualities and brands should be mentioned in the Expression of Interest (EOI)
11. Quantity of materials to be processed may change as per actual requirement.
12. Expression of Interest received without fulfilling terms and conditions is liable for rejection.
13. The Collector and DM reserve every right to cancel the Eoi without assigning any reason thereof.

Sl.No.	Name of the Block	Name and Address of MSE Manufacturing units/WSHG units	Capacity of providing School uniforms in numbers including Boys & Girls	Cost of Boys School Uniform(Two pairs inclusive of Taxes, packing and transportation to school point)	Cost of Girls School Uniform (Two pairs inclusive of Taxes, packing and transportation to school point)	Remarks

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


 7/2/25
 Collector-cum-chairperson,
 Samagra Sikshya, Kendrapara

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 :
 - 1. Udyam Registration No :
 - 2. PAN No :
 - 3. GSTIN (if available) :
 - 4. Contact No (MSE/WSHG) _____

Name & Signature of the Authorized Person of the MSE manufacturing units/WSHG 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:**

To

The All District Education Officers of the State.

Sub: Distribution of school uniform to students of Class IX & X studying in Govt. & Govt. Aided Schools (S&ME Deptt.) under Mukhyamantri Chhatra Chhatri Paridhan Yojana.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you to start the procurement process in your respective districts for provision of Uniform to Secondary School Students in Govt. and Govt. Aided Schools under Mukhyamantri Chhatra Chhatri Paridhan Yojana as per the guideline issued vide Govt. in S&ME Deptt, Letter No. 15437/ S&ME dtd.27.06.23 and Letter No.17778 dtd.10.07.23 issued by this Directorate

In this regard, it is requested to ensure the procurement and distribution of Uniform along with Accessories as mentioned below within the stipulated time.

Procedure for purchase of Uniform

- ❖ All students of Class IX & X of all Govt. & Govt. Aided secondary schools will be provided with 02 pairs of uniforms worth Rs. 550/- per student.
- ❖ The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.
- ❖ The prescribed amount will be provided to the joint account of HM and SMC/SMDC and they will undertake the procurement and distribution within the timeline.
- ❖ Uniforms will be distributed to students based on their individual measurement to ensure a proper fit.
- ❖ Special emphasis will be laid upon the quality of the materials to be procured.
- ❖ A register will be maintained and proper record of uniform distribution will be kept to maintain accountability and ensure transparency.
- ❖ The entire process of procurement and distribution of Uniforms will be completed by 15.08.2025.
- ❖ Uniforms will be distributed in the presence of eminent persons of the locality and documentation will be made towards proof of distribution.
- ❖ The design and colour of Uniforms (Secondary) is attached herewith as Annexure – 'A' for reference.

Procedure for purchase of Accessories (Shoes, Socks, T-Shirts and Track pants)

- ❖ It must be ensured that all eligible students receive the Shoes/Socks/Track pants/ T-Shirts within the approved budget. No student should be left behind.
- ❖ The selected vendor will give an undertaking to provide the accessories within the prescribed timeline and of good quality. The action to be taken against the vendor for not fulfilling the conditions of the agreement will be decided by the SMC/SMDC.

- ❖ The amount for procurement of Shoes, Socks, T-Shirts and Track pants will be provided to the SMC/SMDC account and the SMC/SMDC will be responsible for procurement and distribution of the same. The SMC/SMDC will be fair, unbiased and transparent in the purchase and distribution of the Shoes, Socks, T-Shirts and Track pants. Apart from them, the DEO, DPC, ABEO-cum-BRCC and monitoring members will ensure fairness and transparency.
- ❖ Each HM will give a certificate that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts. Similarly, BEOs will give a certificate basing on the certificates of HMs. And the DEOs will submit a certificate to Director, Secondary Education, basing on the certificates of BEOs to the effect that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts.
- ❖ Information on the procurement and distribution status will be submitted by DEOs every week.
- ❖ If anyone is found to supply materials of poor quality or following unscrupulous practices, stringent action will be taken against him.
- ❖ After distribution of the accessories of requisite quality, the payment to the vendor will be met through Cheque. No cash payment to be made in any circumstance.
- ❖ In case of schools where Rs.25000/- or less deposited, SMC will go to the local market and search GST Registered supplier. The SMC will propose the name of the supplier in the SMC meeting and after approval of the supplier in the SMC, agreement will be made and order will be placed for supply of uniform and on receipt of uniform, it will be distributed to students. This entire process will be recorded in the school record.
- ❖ In case of schools where more than Rs.25000/- deposited, SMC will collect 03 quotations from 3 GST Registered suppliers for open market. The quotations will be verified in the SMC meeting and the supplier with lowest quoted rate for uniform distribution will be selected for supply of uniform. An agreement will be made with the supplier selected and order will be placed for supply of uniform. On receipt of uniform from the supplier, it will be distributed to students. This entire process will be recorded in the school record.
- ❖ The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.

In view of the above, all districts are requested to follow the guideline and ensure distribution of uniforms to all entitled students within the specified time schedule.

Yours faithfully,


Director

Memo No. 18435 // Date. 16.7.25

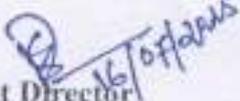
Copy forwarded to all Collector-Cum-Chairperson, SS for information.


16/07/2025

Joint Director

Memo No. 18436 // Date. 16.7.25

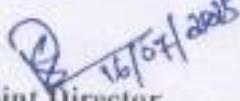
Copy forwarded to State Project Director (OSEPA) Bhubaneswar, OAVS, Odisha for information.


16/07/2025

Joint Director

Memo No. 18437 // Date. 16.7.25

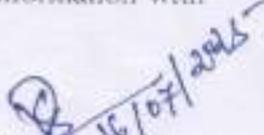
Copy forwarded to Sr. PS to the Commissioner-Cum-Secretary to Govt. S&ME Deptt. for kind information of Commissioner-Cum-Secretary.


16/07/2025

Joint Director

Memo No. 18438 // Date. 16.7.25

Copy forwarded to Additional Secretary to Govt. S&ME Deptt. for kind information with reference to his Letter No-18917/SME, Dtd.10.07.2025.


16/07/2025

Joint Director

By Mail

Government of Odisha
School & Mass Education Department

No. 24815 /SME, Dated 01/10/2024

SME-SSE-SSE-0021/2023

From,

Sri D.P Mohapatra, OAS (SAG),
Additional Secretary to Government

To,

The Director, Secondary Education
Odisha, Bhubaneswar

Sub: Finalisation of uniform for the Secondary school students in Govt. & Aided schools under Mukhyamantri Chhatra Chhatri Paridhan Yojana.

Sir,

In inviting a reference to the subject cited above, I am directed to say that, Government have been pleased to approve final design and colour of uniform for the Secondary school students in Government & Government Aided schools under Mukhyamantri Chhatra Chhatri Paridhan Yojana(copy enclosed).

The new design may be implemented in schools where uniforms in the old design have not been stitched / distributed.

You are therefore, requested to kindly take necessary action at your end.

Yours faithfully,



Additional Secretary to Government

Standing Collar - 1 inch

Standing Collar - 5 to 6 inch

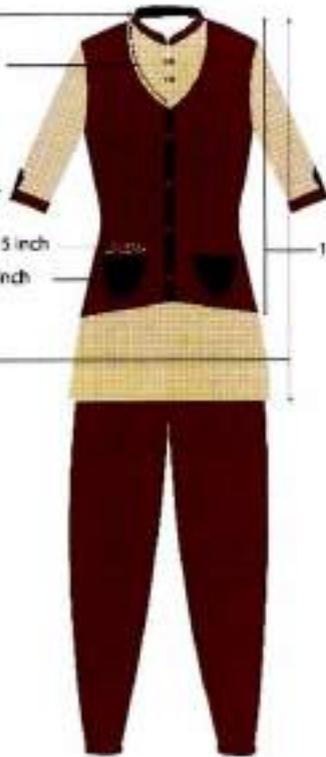
1 inch

3 to 5 inch

5 inch

17 to 18 inch

25 to 27 inch



Class 9-10



4C160F



87301A



E0C840

GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT

No. 15437 / 1, Dt. 27/06/2023
SME-SSE-SSE-0021/2023 (M-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 Convener.
- 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). **(Annexure-4 & 5)**

- 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/ WHSG 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 jurisdiction of the concerned Districts.

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 10th June 2023 and school uniform will be supplied to the schools by 15th 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**

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

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.

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
1	2	3	4	5	6	7	8	10	11	12	13	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

Signature of

1.

The First Party

2.

Second Party



To

All District Collectors
The State Project Director, OSEPA
The SPD, OSEPA-cum-Member Secretary, Mo School Abhiyan
Parichalana Sangathan
All District Education Officers

Sub: Guidelines for Procurement and distribution of T-Shirt, Track pants, Shoes and Socks for class IX and X students of Govt. and Govt. Aided Secondary schools under **Mukhyamantri Chhatra Chhatra Paridhan Yojana.**

Madam/Sir,

I am to state that as per the decision of State Government, all the students of class IX & X of all Govt. and Govt. Aided Secondary schools will be provided with two pairs of uniforms worth Rs. 550/-, one pair of shoes and two pairs of socks worth Rs. 200/-, one T-Shirt worth Rs. 125/- and one-track pant worth Rs. 125/-. The total of Rs. 1000/- is inclusive of the tax as applicable, the cost of branding and transportation of Uniform, T-Shirt, Shoes, Shocks and Track pant. The fund will be provided from the State plan. In this regard, the detailed guidelines for procurement of Uniform have already been intimated vide Govt Letter No. 15437 dated 27/06/2023.

As Shoes, Socks, T-Shirts and Track pant are also to be provided as mentioned above, guidelines for procurement and distribution of above items worth Rs.450/- are outlined below to be followed by all concerned.

GUIDELINES

1. One pair of black shoes and two pairs of white socks will be distributed among the students.
2. Uniform for House system - For schools with less than 100 students, 2 houses will be formed and out of the four T-Shirt colours any two can be chosen. For schools with more than 100 students, 4 houses will be formed with T-Shirts of 4 colours.
3. Each student will get one T-Shirt with branding and 1 track pant. (Design attached as Annexure)
4. The logo to be used for branding is provided in Annexure.
5. The prescribed amount will be provided to the joint account of HM and SMC/SMDC and they will undertake the procurement and distribution within the timeline. Accordingly, a separate account will be opened. All these accessories will be as per the measurements of the students.
6. Special attention to be given to the quality of the materials procured.
7. A register should be maintained during distribution of the above materials and the class-wise details of students to be entered.
8. It should be ensured that the procurement and distribution of above-mentioned items is completed by 15-07-2023.
9. The distribution to be carried out in the presence of eminent persons of the locality and details along with photographs shall be kept for documentation.

Procedure for purchase of Accessories (Shoes, Socks, T-Shirts and Track pants)

A. For procurement of Accessories (Shoes, Socks, T-Shirts and Track pants) worth Rs. 15,000/- or less

The members of School Management committee (SMC)/School Management Development committee (SMDC) of schools under this criteria will survey the local market and identify vendors selling the Shoes, Socks, T-Shirts and Track pants of good quality and of the prescribed amount. The name of the identified vendor will be placed in the SMC/SMDC meeting and finalised. Upon approval by the members of SMC/SMDC, an agreement will be made with the vendor and order be placed for supply of Shoes, Socks, T-Shirts and Track pants.

B. For procurement of Accessories (Shoes, Socks, T-Shirts and Track pants) worth more than Rs. 15,000/- and up to Rs. 1,00,000/-.

The members of School Management committee (SMC)/School Management Development committee (SMDC) of schools under this criteria will collect 3 quotations from the open market from GST registered vendors. The quotations will be examined in a meeting of the SMC/SMDC and L1 vendor, with the lowest quoted price will be identified. The SMC/SMDC will enter into an agreement with the selected vendor for supply of Shoes, Socks, T-Shirts and Track pants. The proceedings will be recorded in the register.

As per the guidelines laid down in the Govt in Finance Deptt Office Memorandum No-4939/F Dtd.13.02.2012 the Procurement of goods through Local Purchase Committee shall be made as per the following procedure.

Purchase of goods costing above Rs. 15,000/- (Rupees fifteen thousand only) and up to Rs. 1,00,000/- (Rupees one lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of appropriate levels (i.e. **Headmaster of the School as convener and 2 members from SMC/SMDC**) as decided by the Authorities Competent to Purchase Goods. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier for the required goods. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we, members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the

prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

C. For procurement of Accessories more than Rs. 1,00,000/- the guidelines laid down in the Office Memorandum of Govt in the Finance Deptt bearing No-4939/F Dtd.13.02.2012 may be followed scrupulously.

1. The selected vendor will give an undertaking to provide the accessories within the prescribed timeline and of good quality. The action to be taken against the vendor for not fulfilling the conditions of the agreement will be decided by the SMC/SMDC.
2. After distribution of the accessories of requisite quality, the payment to the vendor will be met through Cheque. No cash payment to be made in any circumstance.
3. The entire process will be carried out under the supervision of the Block Education Officer (BEO).
4. The amount for procurement of Shoes, Socks, T-Shirts and Track pants will be provided to the SMC/SMDC account and the SMC/SMDC will be responsible for procurement and distribution of the same. The SMC/SMDC will be fair, unbiased and transparent in the purchase and distribution of the Shoes, Socks, T-Shirts and Track pants. Apart from them, the DEO, DPC, ABEO-cum-BRCC and monitoring members will ensure fairness and transparency.
5. The HM will keep one sample each of the shoes/socks/T-Shirts and Track pants for verification as and when required.
6. Each HM will give a certificate that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts. Similarly, BEOs will give a certificate basing on the certificates of HMs. And the DEOs will submit a certificate to Director, Secondary Education, basing on the certificates of BEOs to the effect that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts.
7. Information on the procurement and distribution status will be submitted by DEOs every week.
8. It must be ensured that all eligible students receive the Shoes/Socks/Track pants/ T-Shirts within the approved budget. No student should be left behind.
9. If anyone is found to supply materials of poor quality or following unscrupulous practices, stringent action will be taken against him.

The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.

The procurement and distribution of prescribed materials may be as per these guidelines.

Yours faithfully

Memo No-

17779

Date:

10.7.23

DIRECTOR

10.7.2023

Copy forwarded to the Additional Secretary to Government, Department of School and Mass Education, Odisha for kind information and necessary action.

Memo No-

17780

Date:

10.7.23

Deputy Director

10.07.2023

Copy forwarded to the FA-cum Special Secretary to Government, Department of School and Mass Education, Odisha for kind information and necessary action.

Memo No-

17781

Date:

10.7.23

Deputy Director

10.07.2023

Copy forwarded to the Finance Officer (SE), O/o DSE, Odisha for information and necessary action.

Deputy Director

10.07.2023

House uniform - Secondary



Pant side
and Front

Boys Secondary



Shirt Front Face



Shirt Back Face

TROUSERS



Back Face

