

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA
(Social Welfare Section)

Letter No 1579 / SW / Date 19-09-2024

INVITING EXPRESSION OF INTEREST FOR SUPPLYING OF "SWEATERS WITH HOOD" TO PRE SCHOOL UNIFORM OF AWCS IN RESPECT OF NUAPADA DISTRICT.

Interested WSHGs/ Micro & Small Enterprise (MSE) Manufacturing Units have Knitting capacity of Nuapada District having the willingness, ability and aptitude to supply of "Sweaters with hood" @ Rs.150/- (Maximum Cost) per Sweater with hood for pre-school children to AWCs of Nuapada District are invited to submit their proposal in the prescribed format(enclosed) of this invitation by 25.09.2024 5.30 PM Such willingness shall be submitted to concerned CDPOs, i.e., Nuapada, Komna, Khariar, Boden, Sinapali.


District Social Welfare Officer
Nuapada

Memo No. 1580

Date 19-09-2024

Copy forwarded All CDPOs, of Nuapada District for information and necessary action with reference to Letter No-20330/ DL. 11.09. 2024 from Additional ICDS &SW, Deptt of W&CD Govt. of Odisha and also following the guideline mentioned in the letter for selection & engagement of WSHGs/Federation for supplying pre-school uniform to AWCS.


District Social Welfare Officer
Nuapada

Mema No. 1581

Date: 19-09-2024

Copy to Collectorate Notice Board, Sub-collector Notice board and this Office Notice Board.


District Social Welfare Officer
Nuapada

Mema No. 1582

Date: 19-09-2024

Copy to all BDOs of Nuapada district for kind information and they are requested to paste this EOI in their notice board.


District Social Welfare Officer
Nuapada

Mema No. 1583

Date: 19-9-2024

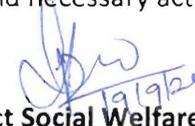
Copy to all District e-Governance Manager, Collectorate, Nuapada for information with request to upload this EOI in the district website.


19/9/24
District Social Welfare Officer
2 Nuapada

Mema No. 1584

Date: 19-9-24

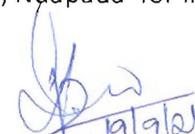
Copy to all President/Secretary of BLF Nuapada for information and necessary action.


19/9/24
District Social Welfare Officer
2 Nuapada

Mema No. 1585

Date: 19-9-2024

Copy to DPC, Mission Shakti, Nuapada/ All BPCs of Mission Shakti, Nuapada for information and necessary action.


19/9/24
District Social Welfare Officer
2 Nuapada

Guideline for Selection and Engagement of Women SHGs/ Micro & Small Enterprise (MSE) Manufacturing Units for Supplying Sweaters to Pre-School Children in AWCs

Pre-school education is a crucial component of the package of services envisaged under the ICDS Scheme. It aims at universalization and qualitative improvement of primary education, by providing the child with the necessary preparation for primary school. These guidelines are for involving WSHGs/Micro & Small Enterprise (MSE) Manufacturing Units for supply of sweater in AWCs. [SHG to include Federations of SHGs too.]

Selection and Engagement of WSHGs/ Micro & Small Enterprise (MSE) Manufacturing Units for Supplying of Sweaters to Pre-School children

A. Selection of WSHG/MSE Manufacturing Units:

- a. WSHGs/MSE Units selected for supplying sweater should be of impeccable past record both in terms of activity and financial management.
- b. WSHGs/MSE Units fulfilling the following parameters may be considered for selection to supply sweater.
 - i. WSHGs/MSE Units preferably should have past experience in knitting sweaters and should have the required knitting equipment.
 - ii. WSHGs/MSE Units should be willing and able to take up this activity with own savings / bank linkage.
 - iii. WSHGs/MSE Units to have an active bank account.
 - iv. WSHG units should have regular monthly savings by its members.
 - v. WSHGs units should have regular and systematic book keeping relating to Meeting Register and updated Pass Books.
 - vi. MSE Units should be based in the locality/ district.

B. Process of Selection of WSHG / MSE Manufacturing Units:

- i. Expression of Interest for WSHGs / MSE Manufacturing Units having knitting

facility for knitting and supplying sweater shall be notified at the Office of the DSWO and at the Offices of the concerned CDPOs and shall be displayed at concerned AWCs for at least for 7 days. Block wise requirement of sweater is also to be mentioned in the EoI. The same shall be shared with the Block Level Federation (BLF) for awareness of SHGs & the Federation / MSE Manufacturing Units. The sample format for Expression of Interest for WSHGs / SHG Federations / MSE Manufacturing Units is enclosed herewith as Annexure I.

- ii. WSHGs/MSEs shall apply in the prescribed form, in the office of the concerned CDPOs within the scheduled time alongwith proof of their knitting facility and per day knitting capacity.
- iii. However, Block wise panel of eligible WSHGs / MSE Manufacturing Units shall be maintained for uninterrupted supply. Their per day knitting capacity is to be assessed and accordingly, quantity should be assigned to them.
- iv. In case no WSHG / MSE Manufacturing Unit is found eligible in a particular area, viable and willing SHGs / MSE Manufacturing Units from within the block may be tagged.
- v. If a MSE Manufacturing Unit and a WSHG unit are found to be eligible in an area, then the first preference will be given to the WSHG unit.

C. **Block Level Committee:** Block Level Committee consisting of following officials shall examine the received Expression of Interest of WSHGs / MSE Manufacturing Units. This committee shall be formed for each project at the CDPO level.

- i. Child Development Project Officer (CDPO) - Chairperson
- ii. Industrial Promotion Officer (IPO) – Member
- iii. Block Mission Shakti Coordinator (BMSC) – Member
- iv. Block Project Coordinator (BPC), Mission Shakti – Member
- v. Two BLF representatives - Member

D. **Selection of WSHG / MSE Manufacturing Units by the Committee**

- i. The committee shall assess requirement of sweaters (Boys & Girls aged 3 years, 4 years, 5 years & 6 years) for the project area.
- ii. The Block Level Committee shall scrutinize the proposals of WSHGs / MSE Manufacturing Units. The committee shall conduct field visit to ascertain the eligibility of WSHGs / MSE Manufacturing Units and their per day capacity to knit sweater.

- iii. Based on the selection criteria and received proposals from the WSHGs/ Micro & Small Enterprise (MSE) Manufacturing Units, the committee shall select WSHGs / MSE Manufacturing Units (more than one, if required,) for supply of sweater depending upon their capacity to knit.

E. Supply Order:

- i. On selection of WSHGs/MSE, CDPO shall place supply order to WSHGs / MSE Manufacturing Units depending upon their knitting capacity indicating the name of the WSHGs, boys and girls (age wise) requirement of sweaters to Anganwadi Centre (Sample format enclosed as Annexure II).
- ii. WSHGs / MSE Manufacturing Units shall submit one sample sweater (boy and girl) to the CDPO within one week of placement of supply order observing ICDS norms as specified in the supply order. The sample sweater will be accounted for in the supply of the last lot.
- iii. In consultation with the selected agency (WSHGs / MSE Manufacturing Units) concerned, a distribution schedule period shall be worked out (AWC wise) from the receipt of supply order so that supply of sweaters will be on time and distributed by 2nd October every year.
- iv. Sweaters shall be delivered at the Anganawadi Centres with proper receipt from the Anganawadi Worker.
- v. Failure to deliver sweaters as per schedule will lead to cancellation of supply order.
- vi. In case there is shortfall of delivery by any WSHG / MSE Manufacturing Units against scheduled programme as per the supply order, immediate arrangements to be made for supply through other WSHGs / MSE Manufacturing Units from the panel.

F. Settlement of Dues:

- i. Payment shall be released by the CDPOs to the SHGs / MSE Manufacturing Units only against the claim bills along with the Receipt Certificates of the Anganawadi Workers as to delivery of sweaters at the AWCs.
- ii. The WSHGs / MSE Manufacturing Units shall submit the Receipt Certificate of sweaters to the CDPO (Receipt Certificate and Model Claim bill enclosed as annexure III & IV respectively).
- iii. Dues of the WSHGs / MSE Manufacturing Units shall be settled within 15 days on receipt of claims of the WSHGs / MSE Manufacturing Units. Only e-payments to be done into the accounts of WSHGs / MSE Manufacturing Units

for supply of pre-school sweater. In no case, bills shall be pending beyond one month.

G. Monitoring:

ICDS and Mission Shakti functionaries shall monitor timely & uninterrupted supply of sweaters as per the schedule.

Office of the DSWO, _____

Model Format for inviting Expression of Interest for Supplying Sweaters to AWCs

No. _____

Date: _____

Interested WSHGs / Federation / MSE Manufacturing Units having the willingness, ability and aptitude to supply sweaters for preschool children to AWCs, are invited to submit their proposal in the mentioned format within 10 (Ten) days of this invitation i.e. by _____. Such willingness shall be submitted to concerned CDPO.

DSWO

District:

Format

1. Name of the WSHG / Federation / MSE Manufacturing Units : _____
2. SHG / Federation Address (as applicable):
Village _____ Post Office _____
GP _____ Block _____
District _____ PIN _____
ICDS Project _____
3. Year of Formation / Establishment : _____
4. Present livelihood activities/activities undertaking : _____
5. Savings Bank Account Number: _____
6. Bank, Branch Name: _____
7. IFS Code: _____
8. Funds available in the Savings Bank Account: Rs. _____
9. Whether following activities are practised (for: WSHGs)
 - (a) Regular Saving (Yes/No) :
 - (b) Meeting Register maintained (Yes/No)
 - (c) Cash Book maintained (Yes/No)
 - (d) Internal Loan Register maintained (Yes/No)
10. **for MSE Units, the following documents are required**
 - (a) Udyam Registration No .
 - (b) PAN No. :
 - (c) GSTIN (if available)
11. Contact No (WSHG / MSE): _____

Signature of the authorised person of the WSHG / Federation /
MSE Manufacturing Unit

Date:

Acknowledgement

Received the Expression of Interest from _____ SHG / Federation / MSE Manufacturing Unit , _____, on date _____ for supplying sweater to AWCs.

Signature of the CDPO/ Authorised Signatory

Date:

Office of the CDPO
Model Supply Order

No. _____

Date: _____

Considering the Expression of Interest received from the WSHGs / Federation / MSE Manufacturing Unit, following WSHGs / Federation / MSE Manufacturing Unit are placed with order for supply of sweater as detailed against each @ Rs. 150 per Sweater. The sweater shall be of maroon colour, V neck with full sleeve. The sweaters shall be delivered to the concerned Anaganwadi Workers on proper receipt as per the scheduled period. The WSHG / MSE Manufacturing Unit shall deliver sweaters as detailed at Column No 16, of the below mentioned table, to AWWs as per the timeline. The progress of supply of sweaters will be verified by the ICDS / Mission Shakti functionaries. In case the SHG / MSE Manufacturing Unit is lagging behind the timeline, alternative arrangement will be made.

Sl No.	Name of the GP	Name of the Village	Name of Anganwadi Centre	No of Pre-school children										No of sweaters	Name of the WSHG / Federation / MSE Manufacturing Unit to supply sweaters	Time line for delivering	Contact no of WSHG /Federation / MSE Manufacturing Unit	
				No of boys (Age in years)					No of girls (Age in years)									Grand Total
				3yr	4yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 (9+14)	16	17	18	19

On receipt of order, the WSHG / Federation / MSE Manufacturing Unit shall deliver one sample sweater meant for boys and girls each within one week to the concerned CDPO on proper receipt.

Signature of the CDPO,
Project _____
Date: _____

Memo No. _____ Date. _____

Copy forwarded to the DSWO, _____

CDPO

Certificate for Receipt of Sweaters for Pre School Children

Name of AWC _____ Village: _____ Name of the AWW: _____

Received sweaters from the _____ SHG / Federation / MSE Manufacturing Unit , _____ as detailed below on dated _____.

Item	Number of boys					Number of girls					Grand Total
	3yr	4yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total	
No of pre-school children											
No of sweaters @ 1 per child received											

Certified that the above sweaters are received in good quality and in good condition.

Signature of the WSHG / Federation / MSE Manufacturing Unit representative
delivering Sweaters

Name:

Signature of AWW/AWH

Name:

Date:

- ❖ Note: Receipt shall be prepared in 2 copies, original copy to be given to the representative of the WSHG / Federation / MSE Manufacturing Unit delivering the sweater and one copy shall be kept in the AWC.

Bill on Supply of Sweaters for Preschool Children

No. _____

Date. _____

- 1) Name of the SHG / Federation / MSE Manufacturing Unit:
- 2) Address along with contact number:

3) Order No: _____ Date: _____

Order quantity in sets: _____ (Girls) & _____ (Boys)

4) Statement of supplied quantity

Sl No	Name of the Anganwadi Centre	Quantity of Sweaters supplied (Number of Sets)			Date of supply
		Boys	Girls	Total	
(a)	(b)	(c)	(d)	(e) = (c) + (d)	(f)

(Copy of the delivery receipts are enclosed)

5) Cost of Sweater @ Rs. _____/- per sweater:

6) SHG / Federation / MSE Manufacturing Unit Bank details:

- i. Saving Bank Account Number:
- ii. Bank Name:
- iii. Branch Name:
- iv. IFS Code:

Signature of WSHG / Federation /
MSE Manufacturing Unit representative
Name:
Date:

- ❖ Note: Original copy along with delivery receipts to be submitted at the office of the CDPO on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.

Acknowledgement

Received the Bill bearing no _____ dated. _____, on supply of sweater for preschool children from _____ SHG / Federation / MSE Manufacturing Unit on dated _____.

Name & Signature of the receiving Officer
(Office of the CDPO)