

**USHA INTERNATIONAL LTD**  
**(USS Department)**

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**To : The Executive Chairman**  
**From : USHA Social Services**  
**Dated : 3<sup>rd</sup> September 2019**  
**Subject: Proposal for Opening of 20 USHA Silai Schools in partnership with Central Mine Planning & Design Institute Limited (CMPDI) at Jharkhand**

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**Background / Purpose:**

Proposal for Opening of 20 USHA Silai Schools in partnership with Central Mine Planning & Design Institute Limited (CMPDI) at Jharkhand

- 1) In 1972, CMPDI was originally conceived and proposed by a joint study group with Polish experts as a comprehensive planning set-up under one roof for entire Indian mining industry, which was then operating on a rudimentary planning system. This was also the time when Indian coal-industry was being nationalized to enable it to support the high growth of energy sector required for speedy industrial growth of the country in the coming years.
- 2) CMPDI has adopted CSR as a strategic tool for sustainable growth. For CMPDI in the present context, CSR means not only investment of funds for Social Activity but also Integration of Business processes with Social processes.
- 3) Taking a step forward, CMPDI is willing to train and empower women entrepreneurs of Jharkhand on sewing and stitching skills
- 4) By virtue of its technical expertise in conducting sewing and stitching training, USHA International Ltd. (UIL) is partnering with CMPDI for training and empowering WE of Jharkhand on sewing and stitching skills.
- 5) With acquired skills, they will have an additional source of livelihood opportunity in their need of the hour.

**Process:**

- 1) A financial agreement for a period of one year will be signed between CMPDI and UIL to take this initiative forward.
- 2) The 20 WE from villages will be brought by CMPDI to the training venue for 7 days training. They will be trained on sewing and embroidery.
- 3) Once trained, these women will open Usha Silai School at their respective villages
- 4) CMPDI will submit monthly MIS, periodical progress report and case studies with UIL.

**Financials:**

- 1) The total cost to be borne by CMPDI will be Rs 5,67,380 /- Plus applicable GST. Details mentioned in Annexure 1.
- 2) The total cost to be borne by UIL will be Rs 35,600 /- Plus applicable GST.
- 3) There should be 2 separate invoices to be raised by UIL to CMPDI against Equipment and consultancy (i.e. Sewing Machines for Rs 1,68,980/- Plus applicable GST this invoice will be raised from the location warehouse and Consultancy for Rs 3,98,400 /- Plus applicable GST and this invoice will be raised from the HO (Gurgaon).

4) Payment Terms:

- Sewing Machines for Rs 1,68,980 /- Plus GST as upfront (as and when machines will be purchased)
- 1<sup>st</sup> instalment within 1 month of signing of agreement. i.e. 70% of the others cost (Rs 3,98,400 /-) i.e. Rs 2,78,880 /- Plus GST.
- 2<sup>nd</sup> instalment after 6 month of project period. 30% of the others cost (Rs 3,98,400 /-) i.e. Rs.1,19,520 /- Plus GST.

5) USS Program Coordinator will be given an advance of **Rs 25,000** for meeting the expenses of taxi hire charges/ other expenses and settle the same against proper bills/details of expenses at location office.

6) These expenses will be booked under commitment code **SILA\_0088** of GL No.:**469030** and **FC104545**.

7) GST will be charged as per the Government of India regulation.

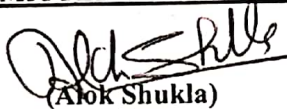
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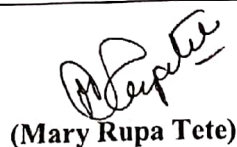
- 1) UIL will be able to reach out remote villages of Jharkhand.
- 2) Awareness about UIL and Silai School Program will be generated in these new villages.
- 3) Creation of an environment where community encourages learning sewing as skill, which will give them hope, confidence and opportunity for future.
- 4) Skill enhancement of community members so that they may be self-employed and improve their own livelihood.
- 5) Enhancement and upgradation of technical sewing skills of learners.

**Annexure:**

- 1) Budget details for CMPDI and training and monitoring to Service Provider are attached in Annexure I.
- 2) The roles and responsibilities of CMPDI & UIL, village and women entrepreneur selection criteria are given in Annexure II.

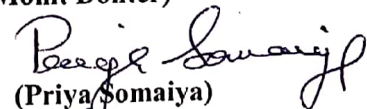
**SUBMITTED FOR APPROVAL**

  
(Alok Shukla)

  
(Mary Rupa Tete)

  
(Mohit Donter)

  
(Rakesh Kumar Ahuja)

  
(Priya Somaiya)

  
(Harvinder Singh)

  
(Dinesh Chhabra)

The above proposal is hereby approved on **20 SEP 2019**

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(Executive Chairman)



### Annexure I

#### Cost to be borne by Central Mine Planning & Design Institute Limited (CMPDI)

S.No.	Particulars	Amount	GST	Total
A	Cost of training of 20 women Entrepreneurs for 7 days in batch of 10 women	1,82,250	32,805	2,15,055
B	Cost of syllabus, certificate, signage and entry of Women Entrepreneurs and learners in USS Software	95,700	17,226	1,12,926
C	Cost of Sewing Machine and other associated cost of transportation, booklets and certificates	1,95,930	26,735	2,22,665
D	Onsite hand holding support through Quarterly visit for 12 Months	93,500	16,830	1,10,330
<b>Total</b>		<b>5,67,380</b>	<b>93,596</b>	<b>6,60,976</b>

#### Cost to be borne by USHA International Ltd (UIL)

S.No.	Particulars	Amount	GST	Total
E	Cost of assessment of 20 women from 50 Women (No payment will be done to outside vendor)	35,600	0	35,600
<b>Total</b>		<b>35,600</b>	<b>0</b>	<b>35,600</b>

#### Break-up of Cost mentioned in Annexure 1

##### A. Cost of training of 20 women Entrepreneurs for 7 days in batch of 10 women

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of 2 USS Inspectress/ PC's. per batch	5,900	5,000	4,000	1,000
2	Boarding & Lodging of USS Inspectress/ PC's for 20 Man-days	59,000	50,000	40,000	10,000
3	Food Cost for USS Inspectress/ PC's for 20 Man-days	14,750	12,500	10,000	2,500
4	Local Conveyance for USS Inspectress/ PC's for 20 Man-days	11,800	10,000	8,000	2,000
5	Overhead apportionment for USS Inspectress/ PC's for 20 Man-days	88,500	75,000	60,000	15,000
6	Travel cost of 1 USS Mechanic for 2 batches.	2,950	2,500	2,000	500
7	Boarding & Lodging of 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	5,900	5,000	4,000	1,000
8	Food Cost for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	1,475	1,250	1,000	250
9	Local Conveyance for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	1,180	1,000	800	200



10	Overhead apportionment (Salary) for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	5,900	5,000	4,000	1,000
11	Raw material & Cloth for training of 20 women entrepreneurs.	17,700	15,000	12,000	3,000
<b>Total (A)</b>		<b>2,15,055</b>	<b>1,82,250</b>	<b>1,45,800</b>	<b>36,450</b>

**B. Cost of syllabus, certificate, signage and entry of Women Entrepreneurs and learners in USS Software.**

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Designing and Printing of Syllabus for 20 Women Entrepreneurs (WE)	6,048	5,125	4,100	1,025
2	Certificate designing and printing for 20 Women Entrepreneurs (WE)	3,334	2,825	2,260	565
3	Women Entrepreneurs (WE) base line data profiling and data entry in Silai School Software (Manual data entry) for 20 women entrepreneurs (WE)	1,475	1,250	1,000	250
4	20 Learners to enrol for training with each 20 women entrepreneurs. Total learners 20*20 = 400 learners Base line data profiling and data entry in Silai School Software (Manual data entry)	29,500	25,000	20,000	5,000
5	Certificate for 400 learners	72,570	61,500	49,200	12,300
<b>Total (B)</b>		<b>1,12,926</b>	<b>95,700</b>	<b>76,560</b>	<b>19,140</b>

**C. Cost of Sewing Machine and other associated cost of transportation, booklets and certificates**

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	20 Sewing Machine - RSM Foot Operated with motor Dealer Billing Price (DBP) @ 8449 per machine	1,90,864	1,68,980	1,22,780	46,200
2	Machine Transportation cost of 20 Machines	5,900	5,000	4,000	1,000
3	Signage/Board (20)	17,405	14,750	11,800	2,950
4	Transportation of Booklet, Signage and Certificates	8,496	7,200	5,760	1,440
<b>Total (C)</b>		<b>2,22,665</b>	<b>1,95,930</b>	<b>1,44,340</b>	<b>51,590</b>

**D. Onsite hand holding support through Quarterly visit for 12 Months**

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of quarterly visit of 1 Inspectress/ PC in for 3 Days in each quarter	5,900	5,000	4,000	1,000
2	Boarding & Lodging of 1 Inspectress/ PC's for 12 Man-days	26,550	22,500	18,000	4,500
3	Food Cost for 1 USS Inspectress/ PC for 12 Mandays	8,850	7,500	6,000	1,500
4	Local Conveyance for 1 USS Inspectress/ PC for 12 Man-days	7,080	6,000	4,800	1,200
5	Overhead apportionment for 1 USS Inspectress/ PC for 12 Man-days	53,100	45,000	36,000	9,000
6	Sundry Expense (If Any)	14,750	12,500	10,000	2,500
<b>Total (D)</b>		<b>1,10,330</b>	<b>93,500</b>	<b>74,800</b>	<b>18,700</b>

**E. Cost of Assessment of 20 Women Entrepreneurs (WE) from 50 Women**

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of 2 USS Inspectress/ PC's.	2,950	2,500	2,000	500
2	Boarding & Lodging of 2 USS Inspectress/ PC's for 4 Man-day	11,800	10,000	8,000	2,000
3	Food Cost for 2 USS Inspectress/ PC's for 4 Man-days	2,950	2,500	2,000	500
4	Local Conveyance for 2 USS Inspectress/ PC's for 4 Man-days	2,360	2,000	1,600	400
5	Overhead apportionment for 2 USS Inspectress for 4 Man-days	17,700	15,000	12,000	3,000
6	Cost of raw material and cloth for assessment for 50 women	14,750	12,500	10,000	2,500
<b>Total (E)</b>		<b>52,510</b>	<b>44,500</b>	<b>35,600</b>	<b>8,900</b>

*\*(No payment to be made outside vendor therefore no GST)*



## Annexure II

### A. Roles and Responsibilities

#### *Role of CMPDI*

- 1) Identify and mobilize 50 beneficiaries who have basic sewing and stitching and basic entrepreneurial skills to be a part of the intervention
- 2) Facilitate the training of women entrepreneur at one place by motivating them to converge at a common point for training
- 3) Ensuring that there is no drop-out of women
- 4) Arrangement of training venues. This would cover travel, food, boarding and logistics costs of participants
- 5) Provide all other support that may be required for the sustainability of the schools
- 6) Allocate project cost (sewing machines, assessment, training facilitation and monitoring cost)
- 7) Overall monitoring and program management
- 8) MIS and case studies sharing

#### *Role of UIL*

- 1) Assessment of women entrepreneur
- 2) Designing course module for women entrepreneurs
- 3) Allocating two resource person for training (1 person per batch for 7days)
- 4) Allocating two sewing machine mechanic for sewing machine maintenance and repair training (1 person per batch for initial 2days)
- 5) Allocation UIL Program coordinator for 6 days for handholding support during training (3days per batch)
- 6) Certification and providing, training manual and sewing machines to participants
- 7) Quarterly 3 days visit by Program coordinator(12 days: 3 days\*4 quarter)
- 8) Handholding and monitoring support to women entrepreneurs

#### Criteria for the selection of WE

- 1) She should have basic literacy / numeracy required for sewing.
- 2) She should have a flair for sewing. There could be women in the villages have stitch clothes for their family members. Women who know how to use a sewing machine would be preferred.
- 3) She should be confident to teach.