

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

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**To : The CEO**  
**From : USHA Social Services**  
**Dated : 29<sup>th</sup> July 2019**  
**Subject: Addendum to NFA# 2019/23989 dated 24<sup>th</sup> July 2019 for Opening of 60 New Classical Usha Silai Schools in Partnership with Jijai Mahila Sewa Sanstha (JMSS) in Maharashtra**

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**Background / Purpose:**

- 1) Sanctioned already taken for opening of 60 New Classical Usha Silai Schools in Partnership with **Jijai Mahila Sewa Sanstha (JMSS)** in Maharashtra.
- 2) UIL will conduct **10 days non-residential training of 60 women covering 4 blocks of Sindhudurg district forming a batch of 15 women in each**
- 3) USHA will sign separate agreement with **Action for Agricultural Renewal in Maharashtra (AFARM)** for monitoring this program at field level after completion of training. The amount received by UIL towards monitoring of Silai Schools by NGO partner from JMSS will be given to the AFARM in accordance to agreement signed between UIL and AFARM for these 60 partnership Silai Schools.

**Propose:**

- 1) **Jijai Mahila Sewa Sanstha (JMSS) wanted to open additional 60 New Classical Usha Silai Schools in Partnership with UIL in Maharashtra.**
- 2) In total Jijai Mahila Sewa Sanstha (JMSS) will open 120 Classical USHA Silai Schools in Partnership with UIL in Maharashtra
- 3) A financial agreement for a period of one year will be signed between JMSS and UIL to take this initiative forward.
- 4) The Silai school teachers from villages will be brought by JMSS to the training venue for ten days. They will be trained on sewing and embroidery for total of 10 days.
- 5) After completion of training the Silai school teacher will establish and run Silai schools at their respective villages.
- 6) AFARM will submit monthly MIS, periodical progress report and case studies with UIL, which will further be shared with JMSS as agreed.

**Financials:**

- 1) The total cost to be borne by JMSS will be **Rs 14,80,810 Plus GST**. Details mentioned in **Annexure 1**.
- 2) The total cost to be borne by UIL will be **Rs 63,000** (apportionment of salary) against Data Profiling of women and learners in Silai School Software. It will be done by UIL Team, therefore there will be no payment to external party.
- 3) There should be 2 separate invoice to be raised by UIL to Jijai Mahila Sewa Sanstha (JMSS) against Equipment and consultancy. (i.e. Sewing Machines for **Rs 5,06,940 Plus GST** this



invoice will be raised from the location warehouse and Consultancy for **Rs 9,73,870 Plus GST** and this invoice will be raised from the HO (Gurgaon).

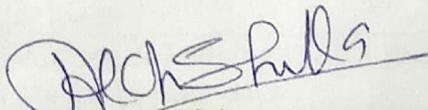
- 4) UIL will pay AFARM Rs 360,000 against Monthly Monitoring by NGO Partner for all the 60 Silai Schools for a period of 12 Months. This cost is already included in consulting fees from JMSS.
- 5) Payment Terms:
  - 1<sup>st</sup> instalment within 1 month of signing of agreement. Sewing Machines for Rs 5,06,940 Plus GST as upfront (as and when machines will be purchased) and 70% of the others cost (Rs 9,73,870) i.e. Rs 6,81,709 Plus GST.
  - 2<sup>nd</sup> instalment after 6 month of project period. 30% of the others cost (Rs 9,73,870) i.e. Rs.2,92,161 Plus GST.
- 6) USS Program Coordinator will be given an advance of **Rs 45,000** for meeting the expenses of taxi hire charges/ other expenses and settle the same against proper bills/details of expenses at location office.
- 7) UIL will incur expense of **Rs 55,380 Plus GST** towards printing of Certificates/ Signage's and its courier cost on behalf of JMSS initially which shall be reimbursed by JMSS later long with fees. USS team would require advance for the same from UIL Finance.
- 8) **These expenses will be booked under commitment code SILA\_0088 of GL No.:469030 and FC104545.**
- 9) GST will be charged as per the Government of India regulation.

**Annexure:**

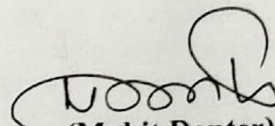
- 1) Budget details for Jijai Mahila Sewa Sanstha (JMSS) and training and monitoring to Service Provider are attached in Annexure I.
- 2) The roles and responsibilities of the Service Provider, village and women entrepreneur selection criteria are given in Annexure II.

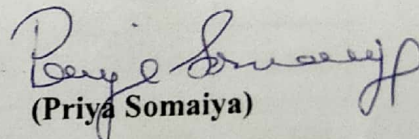
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**SUBMITTED FOR APPROVAL**

  
(Alok Shukla)

(Harvinder Singh)

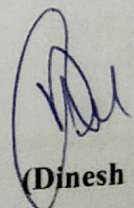
  
(Mohit Denter)

  
(Priya Somaiya)

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The above proposal is hereby approved.

09 AUG 2019  
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(Dinesh Chhabra)



## Annexure I

### Cost to be borne by Jijai Mahila Sewa Sanstha (JMSS)

S.No.	Particulars	Amount (Rs) (without GST)
A	Cost of Training of 60 women for 10 days in batch of 15 women	3,47,850
B	Cost of syllabus, certificate & signage's	58,350
C	Cost of sewing machine, signage, booklets, certificates and associated cost of transportation	5,66,940
D	Onsite hand holding support through Quarterly visit for 12 Months	5,07,670
<b>Total</b>		<b>14,80,810</b>

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

S.No.	Particulars	Amount (Rs)
E	Data Profiling of women and learners in Silai School Software	63,000
<b>Total</b>		<b>63,000</b>

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

**A. Cost of Training of 60 Women Entrepreneurs (WE) for 10 days in 1 batch of 15 WE. 12 Man-days per batch (1 Inspectress for 10 days and PC for 2 days). Total man-days for 4 batches: 48.**

Sr. No	Particulars (All amount in Rs)	With GST (1)	Without GST	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of USS Inspectress and PC's per batch	23,600	20,000	16,000	4,000
2	Boarding & Lodging of USS Inspectress/ PC's for 48 Man-days	1,41,600	1,20,000	96,000	24,000
3	Food Cost for USS Inspectress/ PC's for 48 Man-days	28,320	24,000	19,200	4,800
4	Local Conveyance for USS Inspectress/ PC's for 48 Man-days	28,320	24,000	19,200	4,800
5	Overhead apportionment for USS Inspectress/ PC's for 48 Man-days	96,784	82,020	65,616	16,404
6	Travel cost of USS Mechanic for 4 batches.	11,800	10,000	8,000	2,000
7	Boarding & Lodging of USS Mechanic for 8 Man-days (2 days, 4 batches)	11,800	10,000	8,000	2,000
8	Food Cost for USS Mechanic for 8 Man-days (2 days, 4 batches)	2,950	2,500	2,000	500
9	Local Conveyance for USS Mechanic for 8 Man-days (2 days, 4 batches)	2,360	2,000	1,600	400



10	Overhead apportionment (Salary) for USS Mechanic for 8 Man-days (2 days, 4 batches)	9,829	8,330	6,664	1,666
11	Raw material & Cloth for training of 60 women entrepreneurs.	53,100	45,000	36,000	9,000
	<b>Subtotal (A)</b>	<b>4,10,463</b>	<b>3,47,850</b>	<b>2,78,280</b>	<b>69,570</b>

**B. Cost of syllabus, certificate and entry of women entrepreneurs in USS Software.**

Sr. No	Particulars (All amount in Rs)	With GST (1)	Without GST	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Designing and Printing of Syllabus for 60 Women Entrepreneurs (WE)	18,143	15,375	12,300	3,075
2	Certificate designing and printing for 60 Women Entrepreneurs (WE)	10,001	8,475	6,780	1,695
3	Certificate for 1200 learners	40,710	34,500	27,600	6,900
	<b>Subtotal (B)</b>	<b>68,853</b>	<b>58,350</b>	<b>46,680</b>	<b>11,670</b>

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

Sr. No.	Particulars (All amount in Rs)	With GST (1)	Without GST	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	60 Sewing Machine - RSM Foot Operated. Dealer Billing Price (DBP) @ 8449 per machine without GST	5,72,593	5,06,940	3,68,340	1,38,600
2	Machine Transportation cost of 60 Machines	22,125	18,750	15,000	3,750
3	Signage/Board (60)	30,975	26,250	21,000	5,250
4	Transportation of Booklet, Signage and Certificates	17,700	15,000	12,000	3,000
	<b>Total (C)</b>	<b>6,43,393</b>	<b>5,66,940</b>	<b>4,16,340</b>	<b>1,50,600</b>

**D. Quarterly visit through PC and Monitoring through NGO's for 12 Months. 1 PC for 2 days at 1 District in each Quarter for 1 Year. 8 Man-days (1 Person\*2 Days\* 4 Quarter)**

Sr. No	Particulars (All amount in Rs)	With GST (1)	Without GST	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of quarterly visit of PC in for 3 Days in each quarter for 12 man days	11,800	10,000	8,000	2,000



2	Boarding & Lodging of PC's for 12 Man-days.	17,700	15,000	12,000	3,000
3	Food Cost for PC for 12 Mandays.	4,720	4,000	3,200	800
4	Local Conveyance for PC for 12 Man-days.	2,950	2,500	2,000	500
5	Overhead apportionment for PC for 12 Man-days.	16,131	13,670	10,936	2,734
6	Monthly Monitoring by NGO Partner for all the Silai Schools for period of 12 Months	5,31,000	4,50,000	3,60,000	90,000
7	Sundry Expense (If Any)	14,750	12,500	10,000	2,500
	<b>Total (D)</b>	<b>5,99,051</b>	<b>5,07,670</b>	<b>4,06,136</b>	<b>1,01,534</b>

**E. UIL Contribution - Data Profiling of women and learners in Silai School Software**

Sr. No.	Particulars (All amount in Rs)	Calculated Cost
1	Women Entrepreneurs (WE) base line data profiling and data entry in Silai School Software (Manual data entry) for 60 women entrepreneurs (WE)	3,000
2	20 Learners to enroll for training with each 60 women entrepreneurs. Total learners $60 \times 20 = 1200$ learners Base line data profiling and data entry in Silai School Software (Manual data entry)	60,000
	<b>Total (E)</b>	<b>63,000</b>

## Annexure II

### **A. Roles and Responsibilities**

#### **Role of JMSS**

- 1) Identify and mobilize 60 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 venue and other support. This would cover food and logistics, and travel costs of women during training
- 5) Arrange raw material for training
- 6) Arrange cutting table, iron table and steam iron
- 7) Provide all other support that may be required for the sustainability of the center
- 8) Project cost (sewing machines, training, logistics and facilitation cost)
- 9) Overall monitoring and program management
- 10) MIS and case studies sharing
- 11) Agreed to bear the cost as per **Annexure B of the agreement.**

#### **Role of UIL**

- 1) Assessment of women entrepreneur
- 2) Designing course module for women entrepreneurs
- 3) Allocating four resource person for training (1 person per batch for 10days)
- 4) Allocating four sewing machine mechanic for sewing machine maintenance and repair training (1 person per batch for 2days)
- 5) Allocation UIL Program coordinator for 8 days for handholding support during training (2days per batch)
- 6) Certification and providing, training manual and sewing machines to participants
- 7) Quarterly 3 days visit to district (12 days: 3 days\*4 quarter)
- 8) Handholding and monitoring support to women entrepreneurs
- 9) Cost to be borne by UIL as detailed in Annexure C of the agreement.

### **B. Criteria and Selection Process**

**Criteria for selection of villages:** The selection criteria for the villages where the Silai Schools will be functional are as follows:

- 1) A village with a population of minimum 500 people
- 2) Short-listing of those villages which have been identified by Government of India as "poor" / BPL, through Census / NREGA / NCAER data
- 3) Progressive and supportive community members
- 4) Substantial availability of potential learners
- 5) Availability of woman who knows sewing and is willing to teach



### **Criteria for selection of woman entrepreneur for Silai School Program**

- 1) The woman should be from the village and should be respected by the village community
- 2) The woman should preferably be a married woman. She could also be single (widow, abandoned, marginalized)
- 3) She should have basic literacy / numeracy required for sewing
- 4) 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.
- 5) She should be confident to teach.