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USHA INTERNATIONAL LTD
(USS Department)

To : The Executive Chairman
From : USHA Social Services
Dated : 3rd September 2019
Subject: Proposal for training 10 women entrepreneurs and setting up Training cum Production Centre with Office of Superintendent of Police, Zunheboto District of Nagaland

Background / Purpose:

Proposal for training 10 women entrepreneurs and setting up Training cum Production Centre with Office of Superintendent of Police, Zunheboto District of Nagaland

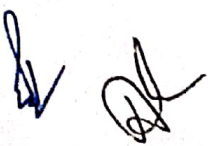
- 1) Office of the Superintendent of Police in Zunheboto, District of Nagaland has taken a special approach for skill development and employment generation amongst women and girls living in the police reserve.
- 2) As convenient to women and girls without moving out of the colony, sewing skilling and sewing-based livelihood activities has been opted with a long-term employment generation.
- 3) By virtue of its technical expertise in conducting sewing and stitching training, USHA International Ltd. (UIL) is proposing to partner with Office of Superintendent of Police, Zunheboto for training and empowering WE of Nagaland on sewing and stitching skills.
- 4) Once skilled, women will work in Training cum Production Centre. 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 Office of Superintendent of Police, Zunheboto and UIL to take this initiative forward.
- 2) The WE will be mobilized by Office of Superintendent of Police, Zunheboto to assemble at a training venue for 15 days. They will be trained on sewing and embroidery.
- 3) Co-branded signage and certificate will be provided by UIL.
- 4) Office of Superintendent of Police, Zunheboto will submit monthly MIS, periodical progress report and case studies with UIL.

Financials:

- 1) The total cost to be borne by Office of Superintendent of Police, Zunheboto will be **Rs 1,77,643 /- Plus applicable GST**. Details mentioned in **Annexure 1**.
- 2) The total cost to be borne by UIL will be **Rs 61,618 /- Plus applicable GST**.
- 3) There should be 2 separate invoice to be raised by UIL to Office of Superintendent of Police, Zunheboto against Equipment and consultancy (i.e. Sewing Machines for **Rs 58,047 /- Plus applicable GST** this invoice will be raised from the location warehouse and Consultancy for **Rs 1,19,596 /- Plus applicable GST** and this invoice will be raised from the HO (Gurgaon).
- 4) Payment Terms:
 - Sewing Machines for Rs 58,047 /- Plus GST as upfront (as and when machines will be purchased)



- 2nd instalment after 6 month of project period. 30% of the others cost (Rs 1,19,596 /-) i.e. Rs.35,879 /- Plus GST.
- 5) USS Program Coordinator will be given an advance of **Rs 15,000** for meeting the expenses of taxi hire charges/ other expenses and settle the same against proper bills/details of expenses at location office.
 - 6) 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.

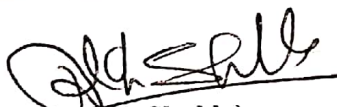
Impact:

- 1) UIL will be able to reach out remote villages of Nagaland.
- 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:

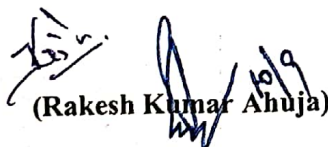
- 1) Budget details for Office of Superintendent of Police, Zunheboto, Nagaland and training and monitoring to Service Provider are attached in Annexure I.
- 2) The roles and responsibilities of Office of Superintendent of Police, Zunheboto, Nagaland & UIL, village and women entrepreneur selection criteria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

SUBMITTED FOR APPROVAL


(Alok Shukla)


(Mary Rupa Tete)


(Mohit Donte)


(Rakesh Kumar Ahuja)


(Harvinder Singh)


(Dinesh Chhabra)

The above proposal is hereby approved.

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(Executive Chairman)

Annexure I

Cost to be borne by Office of Superintendent of Police

S.No.	Particulars	Amount	GST	Total
A	Cost of Training of 10 Women Entrepreneurs (WE) for 15 days in batch of 10 women	1,01,651	18,297	1,19,948
B	Cost of sewing machines, signage and their transportation cost	75,992	10,597	86,589
Total		1,77,643	28,894	2,06,538

Cost to be borne by USHA International Ltd (UIL)

S.No.	Particulars	Amount	GST	Total
C	Cost of syllabus and certificate for women entrepreneurs and certificate for learners	7,870	1,417	9,287
D	Data Profiling of women and learners in USS Software	1,544	0	1,544
E	Quarterly Monitoring of Production Centre	52,204	0	52,204
Total		61,618	1,417	72,431

Break-up of Cost mentioned in Annexure 1

A. Cost of Training of 10 Women Entrepreneurs (WE) for 15 days

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of 1 USS Inspectress	3,688	3,125	2,500	625
2	Boarding & Lodging of USS Inspectress for 15 Man-days	44,250	37,500	30,000	7,500
3	Food Cost for USS Inspectress for 15 Man-days	8,850	7,500	6,000	1,500
4	Local Conveyance for USS Inspectress for 15 Man-days	5,531	4,688	3,750	938
5	Overhead apportionment for USS Inspectress for 15 Man-days	30,245	25,631	20,505	5,126
6	Travel cost of 1 USS Mechanic	2,950	2,500	2,000	500
7	Boarding & Lodging of Mechanic for 2 Man-days	2,950	2,500	2,000	500
8	Food Cost for 1 USS Mechanic for 2 Man-days	738	625	500	125
9	Local Conveyance for USS Mechanic for 2 Man-days.	590	500	400	100

10	Overhead apportionment (Salary) for 1 USS Mechanic for 2 Man-days.	2,457	2,083	1,666	417
11	Raw material & Cloth for training of 10 women entrepreneurs	17,700	15,000	12,000	3,000
Total (A)		1,19,948	1,01,651	81,321	20,330

B. Cost of Sewing Machines, Signage and their Transportation Cost.

Sr. No.	Main Particulars	Amount Quoted with GST	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Sewing Machine - RSM with Motor (5 at centre). DBP Rs 8,449 per machine	47,716	42,245	30,695	11,550
2	Usha Janome Wonder Stitch Sewing Machine with cover (1 machines) DBP Rs 9,932 per machine	11,124	9,932	5,188	4,744
3	Over lock sewing machine foot operated (1 per centre) DBP Rs 5,870 per machine	6,574	5,870	4,101	1,769
4	Signage Board	2,738	2,320	1,856	464
5	Transportation of Booklet, Signage and Certificates	3,688	3,125	2,500	625
6	Sundry Expense (If Any)	14,750	12,500	10,000	2,500
Total (B)		86,589	75,992	54,340	21,652

C. Cost of syllabus and certificate for Women Entrepreneurs (WE) & learners.

S.No.	Particulars	Amount	GST	Total
1	Designing and Printing of Syllabus for 10 Women Entrepreneurs (WE)	2,140	385	2,525
2	Certificate designing, printing and courier for 10 Women Entrepreneurs (WE)	1,130	203	1,333
3	Certificate for 200 learners (10 WE*20 learners)	4,600	828	5,428
Total (C)		7,870	1,417	9,287

D. Cost of Data Profiling for Women Entrepreneur and Learners*

S.No.	Particulars	Amount	GST	Total
1	Women Entrepreneurs (WE) base line data profiling and data entry in Silai School Software (Manual data entry) for 10 women entrepreneurs (WE)	74	0	74
2	20 Learners to enrol for training with each 20 women entrepreneurs. Total learners $10 \times 20 = 200$ learners Base line data profiling and data entry in Silai School Software (Manual data entry)	1,470	0	1,470
Total (D)		1,544		1,544

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

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

S.No.	Particulars	Amount	GST	Total
1	Travel cost of quarterly visit of PC in for 3 Days in each quarter (Rs. 2500 per visit)	10,000	0	10,000
2	Boarding & Lodging of PC's for 12 Man-days	18,000	0	18,000
3	Food Cost for PC for 12 Man-days	4,800	0	4,800
4	Local Conveyance for PC for 12 Man-days	3,000	0	3,000
5	Overhead apportionment for 1 USS Inspectress/ PC for 12 Man-days	16,404	0	16,404
Total (E)		52,204	0	52,204

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

Annexure II

A. Roles and Responsibilities

Role of Superintendent of Police

- 1) Mobilize and shortlist 10 beneficiaries that 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 cutting table, iron table and steam iron
- 6) Provide market linkages
- 7) Provide all other support that may be required for the sustainability of the centre
- 8) Allocate proposed project cost (sewing machines, training, logistics and facilitation cost)
- 9) Overall monitoring and program management
- 10) MIS and case studies sharing

Role of UIL

- 1) Designing course module for women entrepreneurs
- 2) Allocating one resource person for 15 days training
- 3) Allocating one sewing machine mechanic for sewing machine maintenance and repair training (for initial 2 days)
- 4) Certification, providing training manual to participants and signage for centre
- 5) 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.