

USHA INTERNATIONAL – GURUGRAM
(USHA Social Services)

To : The Executive Chairman
From : USHA Social Services
Dated : 03rd June 2019
Subject : Proposal for opening of 5 Training Centers in partnership with Central Reserve Police Force (CRPF), Government of India and providing training to 15 women in each center

Background / Purpose: Proposal for opening of 5 Training Centers in partnership with Central Reserve Police Force (CRPF), Government of India and providing training to 15 women entrepreneurs in each center. These centers will be open in Gurgaon, Ajmer, Uttar Pradesh, Punjab & Madhya Pradesh.

1. The Central Reserve Police Force (CRPF), Government of India came into existence as Crown Representative's Police on 27th July 1939. It became the Central Reserve Police Force on enactment of the CRPF Act on 28th December 1949. It has completed 79 years of glorious history.
2. It is India's largest Central Armed Police Forces. It functions under the authority of the Ministry of Home Affairs (MHA) of the Government of India.
3. CRPF conducts a lot of welfare activities for general public which is known as "Civic Action Program". These support activities not only help in effective control of anti-social activities by miscreants but also helps to bridge the gap between the villagers/local public and security personnel
4. Taking a step forward, CRPF aims to skill women of Police Force on sewing and stitching skills and enable them to earn a sustainable livelihood as per their need.
5. These 5 centers will be open in Gurgaon, Ajmer, Uttar Pradesh, Punjab & Madhya Pradesh.
6. Central Reserve Police Force (CRPF) is partnering with USHA International Ltd. for training 75 women entrepreneurs and setting up 5 training center.
7. The project partners are Usha International Ltd. (UIL) and Central Reserve Police Force (CRPF).

Process:

1. A Financial agreement for a period of one year will be signed between UIL and Central Reserve Police Force (CRPF) to take this initiative forward
2. Central Reserve Police Force (CRPF) will purchase Usha sewing machines and will also bear training cost, material cost, sewing machine transportation cost, project monitoring cost, boarding, lodging and food arrangements for trainer and sewing machine technician
3. All the logistics expenses of training will be borne by Central Reserve Police Force (CRPF).
4. UIL will be responsible for conducting training for 5 batches, 15 days per batch.
5. Central Reserve Police Force (CRPF) will monitor the program and will share periodical progress report / MIS and case studies with good quality photographs (high resolution) with UIL.
8. UIL will support Central Reserve Police Force (CRPF) and bear following expenses for Branding / Marketing Collaterals:
 - a. Syllabus / Content in Vernacular language

- b. Co-branded certificate of participation for women entrepreneur
- c. Co-branded signage for center

Financials:

- The total cost to be borne by CRPF for 5 centers will be Rs. 13,19,140 /-
- The total cost to be borne by UIL for 5 centers will be Rs. 82,780 /-.
- There should be 2 separate invoice to be raised by UIL to Central Reserve Police Force (CRPF) against Equipment and consultancy. (i.e. Sewing Machines for Rs.1,27,122/- this invoice will be raised from the location warehouse and Consultancy for Rs.1,36,706/- and this invoice will be raised from the HO (Gurgaon) for each center. It will replicate for 5 Centers.
- **Payment Terms:**
 - 1st instalment within 1 month of signing of agreement. Sewing Machines for Rs.1,27,122/- as upfront and 70% of the others cost (Rs.1,36,706/-) i.e. Rs.95,694/- for each center. It will replicate for 5 centers.
 - 2nd instalment after 6 month of project period. 30% of the others cost Rs.1,36,706/- i.e. Rs.41,012/- for each center. It will replicate for 5 centers.
- 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 for each center. It will replicate for 5 centers.
- Invoice will be raised as and when centres will open.
- These expenses will be out of the Silai School Budget, 2019-20.
- GST will be charged as per the Govt. of India regulation

Cost Sharing details of partners for One Centre:

Amount to be borne by Central Reserve Police Force (CRPF)		Amount to be borne by UIL	
Particulars	Amount	Particulars	Amount
Sewing Machines, Logistics, Training Raw Materials and Monitoring cost	Rs.2,63,828	USHA Brand Supportive Materials (Syllabus/Certificates/Signage)	Rs. 16,556

Cost Sharing details of partners for Five Centers:

Amount to be borne by Central Reserve Police Force (CRPF)		Amount to be borne by UIL	
Particulars	Amount	Particulars	Amount
Sewing Machines, Logistics, Training Raw Materials and Monitoring cost	Rs.13,19,140	USHA Brand Supportive Materials (Syllabus/Certificates/Signage)	Rs. 82,780

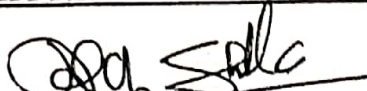
Impact:

1. UIL will be able to reach out to other 37 centers of Central Reserve Police Force (CRPF).
2. Awareness about UIL and Silai School Program will be generated in these 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. There is an opportunity of promoting Satellite Silai School out of this Centre

Annexure:

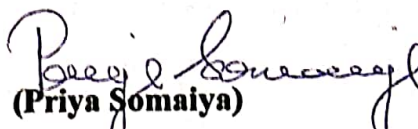
1. Budget details are attached in Annexure I
2. The roles and responsibilities of the Central Reserve Police Force (CRPF) & UIL are given in Annexure II.

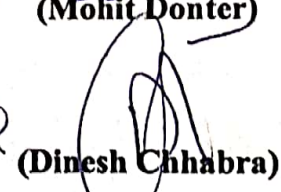
SUBMITTED FOR APPROVAL


(Alok Shukla)


(Mohit Donter)


(Harvinder Singh)


(Priya Somaiya)


(Dinesh Chhabra)

The above proposal is hereby approved.


(Executive Chairman)


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Cost to be borne by Central Reserve Police Force (CRPF) for each centre

S.No.	Particulars	Amount
1	Cost of Assessment of 15 Women Entrepreneurs (WE) from 40 Women	4,375
2	Cost of Training of 15 Women Entrepreneurs (WE) for 15 days in batch of 15 WE.	69,375
3	Setting up Training Centre: Cost of Sewing Machines, signage and their Transportation Cost.	1,52,578
4	Quarterly Monitoring of Production Centre	37,500
Total cost		2,63,828

Cost to be borne by USHA International Ltd (UIL) for each centre

S.No.	Particulars	Amount
1	Cost of syllabus, certificate and entry of Women Entrepreneurs in USS Software.	16,556
Total cost		16,556

Break-up of Cost mentioned for each center in Annexure 1**A. Cost of Assessment of 15 Women Entrepreneurs (WE) from 40 Women**

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Local Conveyance for 1 USS Inspectress/ PC for 1 Mandays.	625	500	125
2	Overhead apportionment for 1 USS Inspectress/ PC for 1 Mandays.	3,750	3,000	750
Subtotal (A)		4,375	3,500	875

B. Cost of Training of 15 Women Entrepreneurs (WE) for 15 days. 15 Mandays for 1 batch.

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Local Conveyance for USS Inspectress for 15 Mandays	9,375	7,500	1,875
2	Overhead apportionment for USS Inspectress for 15 Mandays	56,250	45,000	11,250
3	Local Conveyance for USS Mechanic for 2 Manday.	1,250	1,000	250
4	Overhead apportionment (Salary) for 1 USS Mechanic for 2 Mandays	2,500	2,000	500
Subtotal (B)		69,375	55,500	13,875

C. Cost of Sewing Machines, tool box, instruments for stitching and their Transportation Cost.

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Sewing Machine - RSM with Motor (12 at center) DBP Rs 8,449 per machine	1,01,388	73,668	27,720
2	Usha Janome Wonder Stitch Sewing Machine with cover (2 machines) DBP Rs 9,932 per machine	19,864	10,376	9,488
3	Over lock sewing machine foot operated (1 per center) DBP Rs 5,870 per machine	5,870	4,136	1,734
4	Machine Transportation cost of 15 Machines	3,750	3,000	750
5	Instruments for stitching (15 per participant)	11,250	9,000	2,250
6	Toolbox (5 units)	1,875	1,500	375
7	Signage/Board	2,331	1,865	466
8	Transportation cost of Steam iron, Cutting table, Instruments for stitching, Signage/ Board, Tool box, Certificates and Raw material & cloth etc at production center.	6,250	5,000	1,250
Total (D)		1,52,578	1,08,545	44,033

D. Quarterly Monitoring of Production Centre

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Quarterly on-site support through PC's.	25,000	20,000	5,000
2	Sundry Expense (If Any)	12,500	10,000	2,500
Total (F)		37,500	30,000	7,500

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

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
C1	Designing and Printing of Syllabus for 15 Women Entrepreneurs (WE)	3,844	3,075	769
C2	Certificate designing, printing and courier for 15 Women Entrepreneurs (WE)	2,119	1,695	424
C3	Women Entrepreneurs (WE) base line data profiling and data entry in Silai School Software (Manual data entry) for 15 women entrepreneurs (WE)	94	75	19
C4	20 Learners to enrol for training with each 15 women entrepreneurs. Total learners 15*20 = 300 learners Base line data profiling and data entry in Silai School Software (Manual data entry)	1,875	1,500	375
C5	Certificate for 300 learners (15 WE*20 learners)	8,625	6,900	1,725
Subtotal (C)		16,556	13,245	3,311

A. Roles and Responsibilities

Role of CRPF

- i. Identify and mobilize beneficiaries who have basic sewing and stitching and basic entrepreneurial skills to be a part of the intervention
- ii. Facilitate the training of women entrepreneur at one place by motivating them to converge at a common point for training
- iii. Ensuring that there is no drop-out of women
- iv. Arrangement of training venue and other support. This would cover food and logistics, and travel costs of women during training
- v. Arrange raw material for training
- vi. Arrange cutting table, iron table and steam iron
- vii. Provide all other support that may be required for the sustainability of the center
- viii. Project cost (sewing machines, training, logistics and facilitation cost)
- ix. Overall monitoring and program management
- x. MIS and case studies sharing

Role of UIL

- i. Assessment of women entrepreneur
- ii. Designing course module for women entrepreneurs
- iii. Allocating 1 resource person for training (for 15days)
- iv. Allocating 1 sewing machine mechanic for sewing machine maintenance and repair training (for 2 days)
- v. Certification, providing training manual to participants ,sewing machines and signage for center
- vi. Handholding and monitoring support to women entrepreneurs

Criteria for the selection of woman entrepreneur

- i. She should have basic literacy / numeracy required for sewing
- ii. 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.
- iii. She should be confident to teach