



**Collectorate: Gajapati  
(S.W.Section)**

Phone No. 06815-222025

Email – [dswogajapati@nic.in](mailto:dswogajapati@nic.in),  
[gajapati.missionshakti@gmail.com](mailto:gajapati.missionshakti@gmail.com)

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**Notice for Expression of Interest for Supplying Sweaters to AWCs**

Letter No.: - 1409 /SW

Date: 15.10.2020

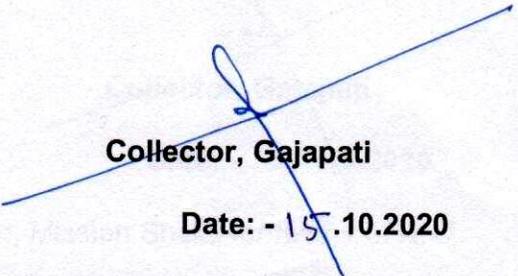
Interested WSHGs / Federation having the willingness, ability and aptitude to supply sweaters for pre-school children to AWCs, are invited to submit their proposal in the mentioned format within 10 (Ten) days of this invitation i.e. by 27.10.2020. Such willingness shall be submitted to concerned CDPO.

Detailed eligibility criteria, selection procedure and application form is available in the Gajapati district website [www.gajapati.nic.in](http://www.gajapati.nic.in)

The application must reach within the scheduled date and time at the office of the concerned CDPO of ICDS project Gosani/Gumma/Kashinagar/Rayagada/R.Udayagiri/Nuagada/Mohana. Applications received after the due date will be rejected.

Date of receipt of the application with effect from: - 15.10.2020

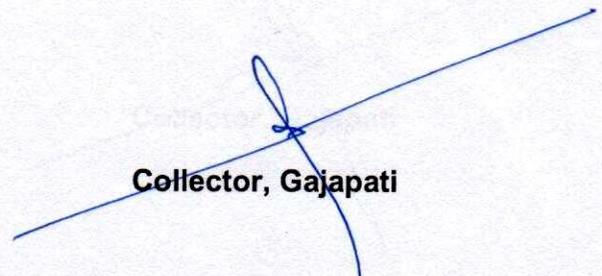
Last date for receiving the completed application: - 27.10.2020

  
Collector, Gajapati

Date: - 15.10.2020

Memo No.: -1410/SW

Copy to D.I.O, N.I.C, Gajapati, Paralakhemundi for information with a request to webhost the notice.

  
Collector, Gajapati



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**ଶକ୍ତି**

**Memo No.:** -1411/SW

**Date:** - 15.10.2020

Copy to all CDPO of this district for information and instructed to display the notice and format in their office and in all AWC/Federations of their concerned block for ten days. The applications should be received as per the above notification with in the due dateline. They are requested to facilitate selection of willing & capable SHGs to take up this activity in accordance with the enclosed guideline.

  
**Collector, Gajapati**

**Memo No.:** -1412/SW

**Date:** - 15.10.2020

Copy submitted to Director, ICDS & Social Welfare for favour of kind information.

  
**Collector, Gajapati**

**Memo No.:** -1413/SW

**Date:** - 15.10.2020

Copy submitted to Commissioner-cum-Director, Mission Shakti for favour of kind information.

  
**Collector, Gajapati**

## Guideline for distribution of Sweaters to Pre-School children attending AWCs

### **Sweater for pre-school children:**

Currently children come to AWCs wearing different coloured sweaters which does not give a smarter look. As preschool children in Odisha have already been given a pair of uniforms and shoes & socks, it becomes pertinent to also provide them a sweater which shall be extremely beneficial to these kids during winter. Additionally, this would provide a complete and smarter look to the children during winters.

**Beneficiaries:** All Pre-School children (3-6 years) enrolled at AWCs

**No. of sweater per child:** 1 sweater per child per year

**Cost of sweater:** Maximum Rs.150/- per sweater

**Specification:** Boys- Maroon V- neck, full sleeve (as per specific sizes of children)

Girls- Maroon V- neck, full sleeve (as per specific sizes of children)

**Procurement Procedure:** The sweater shall be procured from WSHGs having infrastructure and willingness to knit and supply the sweaters as per the specifications mentioned. Where WSHGs can not knit sweaters, AWW of the AWC/Mini AWC may procure them from open market as per the specifications mentioned. In that case, reporting and monitoring mechanism to be followed for supply of uniform to children every year. It needs to be ensured that the children get sweaters of their size which will fit them comfortably. The detailed guideline for selection of WSHGs for supply of sweaters is enclosed in Annexure A.

Supervisors need to monitor the quality of sweaters being purchased.

It is to be ensured that WSHG having knitting capacity shall be selected for supply of Sweater within their capacity to knit.

**Mode of distribution:** The sweater should be distributed to children state wide on 14th November, 2020. Distribution shall be done on a fixed day, with prior notice to the parents. All planning is to be done accordingly.

**Participation of the Community:** PRI members, members of Jaanch Committee, Mothers Committee and other leading persons of the community to be invited to the AWC on the day of distribution of the sweater. Parents/caregivers must be encouraged to send their children in uniform along with sweater.

**Budget for sweater:** Funds will be released to districts from the State Budget.

Disbursement of funds : Necessary funds would be transferred to the DSWO Account, who,



in turn, would transfer the same to the accounts of the CDPOs concerned after assessing the number of pre-school children enrolled in AWCs of the project if WSHGs knitting the sweater are selected. However, where ever, AWW are directly procuring from open market, DSWO shall directly transfer fund to the account of AWW.

**Documentation:**

- a. AWWs to maintain a register with names of children to whom sweater has been distributed. The register should be countersigned by the Supervisor and members of the Jaanch Committee and Mothers Committee.
- b. AWW to take photographs on the day of distribution and share it with the project office and Supervisor.

**Supervision:** District/Project level officials and Supervisors to make visit to the AWCs on the day of distribution of sweater. On other visit days, they must verify the status of distribution of sweater and also whether the children are wearing them to school every day during winter.

**Submission of reports and returns:** DSWOs to submit UC to W&CD Department. They will also give a certificate to the effect that all enrolled pre-school children have been provided with sweater.

## **Annexure- A**

### **Guideline for Selection and Engagement of Women SHGs 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 SHGs for supply of sweater in AWCs. [SHG to include Federations of SHGs too.]

#### **Selection and Engagement of WSHGs for Supplying of Sweaters to Pre-School children**

##### **A. Selection of WSHG:**

- a. WSHGs selected for supplying sweater should be of impeccable past record both in

terms of activity and financial management.

- b. WSHGs fulfilling the following parameters may be considered for selection to supply sweater.
  - i. WSHGs members preferably should have past experience in knitting sweaters and should have required knitting equipment.
  - ii. WSHGs should be willing and able to take up this activity with own savings / bank linkage.
  - iii. WSHGs to have an active bank account with regular monthly savings by its members.
  - iv. WSHGs to have regular and systematic book keeping relating to Meeting Register and updated Pass Books.

#### **B. Process of Selection of WSHG:**

- i. Expression of Interest for WSHGs 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. The sample format for Expression of Interest for WSHGs / SHG Federations is enclosed herewith as Annexure I.
- ii. WSHGs 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 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 WSHGs is found eligible in a particular area, viable and willing SHGs from within the block may be tagged.

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

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

#### **D. Selection of WSHG 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 scrutinise the proposals of WSHGs. The committee shall conduct field visit to ascertain the eligibility of WSHGs and their per day capacity to knit sweater.
- iii. Based on the selection criteria and received proposals from the WSHGs, the committee shall select WSHGs (more than one, if required,) for supply of sweater depending upon their capacity to knit.

**E. Supply Order:**

- i. On selection of WSHGs, CDPO shall place supply order to WSHGs 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 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 WSHGs concerned, a distribution schedule period shall be worked out (AWC wise) from the receipt of supply order so that supply of two sets of sweaters will be on time and distributed by 2<sup>nd</sup> October 2020.
- 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 against scheduled programme as per the supply order, immediate arrangements to be made for supply through other WSHGs from the panel.

**F. Settlement of Dues:**

- i. Payment shall be released by the CDPOs to the SHGs 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 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 shall be settled within 15 days on receipt of claims of the WSHGs. Only e-payments to be done into the accounts of WSHGs 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.



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**Format**

1. Name of the WSHG / Federation: \_\_\_\_\_
2. SHG / Federation Address (as applicable):  
Village \_\_\_\_\_ Post Office \_\_\_\_\_  
GP \_\_\_\_\_ Block \_\_\_\_\_,  
District \_\_\_\_\_ PIN \_\_\_\_\_  
ICDS Project \_\_\_\_\_
3. Year of Formation: \_\_\_\_\_
4. Present livelihood activities: \_\_\_\_\_
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:
  - (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. Contact No: \_\_\_\_\_

Signature of the authorised person  
of the WSHG / Federation

Date:

**Acknowledgement**

Received the Expression of Interest from \_\_\_\_\_ SHG / Federation,  
\_\_\_\_\_, on date \_\_\_\_\_ for supplying pre-school uniform to AWCs.

Signature of the CDPO/ Authorised Signatory

Date