

No.DSEO-MISC-0200-VII-2023:

17778

Dt.

10-7-23

To

**All District Collectors  
The State Project Director, OSEPA  
The SPD, OSEPA-cum-Member Secretary, Mo School Abhiyan  
Parichalana Sangathan  
All District Education Officers**

**Sub:** Guidelines for Procurement and distribution of T-Shirt, Track pants, Shoes and Socks for class IX and X students of Govt. and Govt. Aided Secondary schools under **Mukhyamantri Chhatra Chhatri Paridhan Yojana.**

**Madam/Sir,**

I am to state that as per the decision of State Government, all the students of class IX & X of all Govt. and Govt. Aided Secondary schools will be provided with two pairs of uniforms worth Rs. 550/-, one pair of shoes and two pairs of socks worth Rs. 200/-, one T-Shirt worth Rs. 125/- and one-track pant worth Rs. 125/-. The total of Rs. 1000/- is inclusive of the tax as applicable, the cost of branding and transportation of Uniform, T-Shirt, Shoes, Shocks and Track pant. The fund will be provided from the State plan. In this regard, the detailed guidelines for procurement of Uniform have already been intimated vide Govt Letter No. 15437 dated 27/06/2023.

As Shoes, Socks, T-Shirts and Track pant are also to be provided as mentioned above, guidelines for procurement and distribution of above items worth Rs.450/- are outlined below to be followed by all concerned.

#### GUIDELINES

1. One pair of black shoes and two pairs of white socks will be distributed among the students.
2. Uniform for House system - For schools with less than 100 students, 2 houses will be formed and out of the four T-Shirt colours any two can be chosen. For schools with more than 100 students, 4 houses will be formed with T-Shirts of 4 colours.
3. Each student will get one T-Shirt with branding and 1 track pant. (Design attached as Annexure)
4. The logo to be used for branding is provided in Annexure.
5. The prescribed amount will be provided to the joint account of HM and SMC/SMDC and they will undertake the procurement and distribution within the timeline. Accordingly, a separate account will be opened. All these accessories will be as per the measurements of the students.
6. Special attention to be given to the quality of the materials procured.
7. A register should be maintained during distribution of the above materials and the class-wise details of students to be entered.
8. It should be ensured that the procurement and distribution of above-mentioned items is completed by 15-07-2023.
9. The distribution to be carried out in the presence of eminent persons of the locality and details along with photographs shall be kept for documentation.

**Procedure for purchase of Accessories (Shoes, Socks, T-Shirts and Track pants)**

**A. For procurement of Accessories (Shoes, Socks, T-Shirts and Track pants) worth Rs. 15,000/- or less**

The members of School Management committee (SMC)/School Management Development committee (SMDC) of schools under this criteria will survey the local market and identify vendors selling the Shoes, Socks, T-Shirts and Track pants of good quality and of the prescribed amount. The name of the identified vendor will be placed in the SMC/SMDC meeting and finalised. Upon approval by the members of SMC/SMDC, an agreement will be made with the vendor and order be placed for supply of Shoes, Socks, T-Shirts and Track pants.

**B. For procurement of Accessories (Shoes, Socks, T-Shirts and Track pants) worth more than Rs. 15,000/- and up to Rs. 1,00,000/-.**

The members of School Management committee (SMC)/School Management Development committee (SMDC) of schools under this criteria will collect 3 quotations from the open market from GST registered vendors. The quotations will be examined in a meeting of the SMC/SMDC and L1 vendor, with the lowest quoted price will be identified. The SMC/SMDC will enter into an agreement with the selected vendor for supply of Shoes, Socks, T-Shirts and Track pants. The proceedings will be recorded in the register.

As per the guidelines laid down in the Govt in Finance Deptt Office Memorandum No-4939/F Dtd.13.02.2012 the Procurement of goods through Local Purchase Committee shall be made as per the following procedure.

Purchase of goods costing above Rs. 15,000/- (Rupees fifteen thousand only) and up to Rs. 1,00,000/- (Rupees one lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of appropriate levels (**i.e. Headmaster of the School as convener and 2 members from SMC/SMDC**) as decided by the Authorities Competent to Purchase Goods. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier for the required goods. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

***"Certified that we ....., members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the***

*prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."*

C. For procurement of Accessories more than Rs. 1,00,000/- the guidelines laid down in the Office Memorandum of Govt in the Finance Deptt bearing No-4939/F Dtd.13.02.2012 may be followed scrupulously.

1. The selected vendor will give an undertaking to provide the accessories within the prescribed timeline and of good quality. The action to be taken against the vendor for not fulfilling the conditions of the agreement will be decided by the SMC/SMDC.
2. After distribution of the accessories of requisite quality, the payment to the vendor will be met through Cheque. No cash payment to be made in any circumstance.
3. The entire process will be carried out under the supervision of the Block Education Officer (BEO).
4. The amount for procurement of Shoes, Socks, T-Shirts and Track pants will be provided to the SMC/SMDC account and the SMC/SMDC will be responsible for procurement and distribution of the same. The SMC/SMDC will be fair, unbiased and transparent in the purchase and distribution of the Shoes, Socks, T-Shirts and Track pants. Apart from them, the DEO, DPC, ABEO-cum-BRCC and monitoring members will ensure fairness and transparency.
5. The HM will keep one sample each of the shoes/socks/T-Shirts and Track pants for verification as and when required.
6. Each HM will give a certificate that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts. Similarly, BEOs will give a certificate basing on the certificates of HMs. And the DEOs will submit a certificate to Director, Secondary Education, basing on the certificates of BEOs to the effect that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts.
7. Information on the procurement and distribution status will be submitted by DEOs every week.
8. It must be ensured that all eligible students receive the Shoes/Socks/Track pants/ T-Shirts within the approved budget. No student should be left behind.
9. If anyone is found to supply materials of poor quality or following unscrupulous practices, stringent action will be taken against him.

The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.

The procurement and distribution of prescribed materials may be as per these guidelines.

**Yours faithfully**

**Memo No-**

17779

**Date:**

10.7.23

**DIRECTOR**

10.7.2023

Copy forwarded to the Additional Secretary to Government, Department of School and Mass Education, Odisha for kind information and necessary action.

**Memo No-**

17780

**Date:**

10.7.23

**Deputy Director**

10.07.2023

Copy forwarded to the FA-cum Special Secretary to Government, Department of School and Mass Education, Odisha for kind information and necessary action.

**Memo No-**

17781

**Date:**

10.7.23

**Deputy Director**

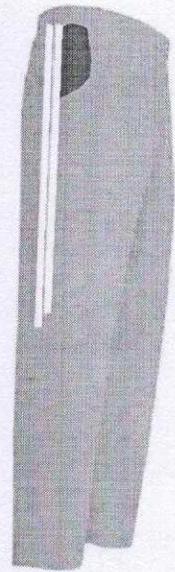
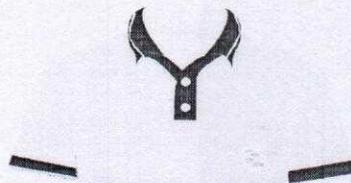
10.07.2023

Copy forwarded to the Finance Officer (SE), O/o DSE, Odisha for information and necessary action.

**Deputy Director**

10.07.2023

House uniform - Secondary

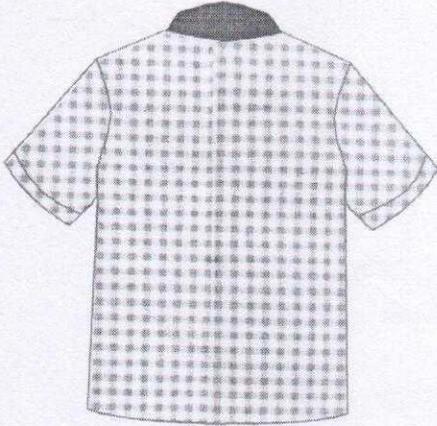


Pant side  
and Front

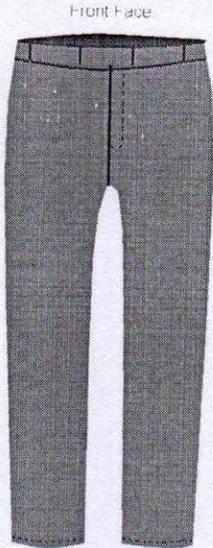
# Boys Secondary



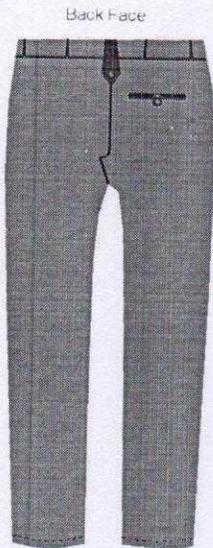
Shirt Front Face



Shirt Back Face



Front Face



Back Face