



**JEEVIKA**  
An Initiative of Government of Bihar for Poverty Alleviation  
**Bihar Rural Livelihoods Promotion Society**  
**State Rural Livelihoods Mission, Bihar**



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Office Order towards Revised Cost norms of TLC

Training and Learning Centre (TLC) is an organization which is community owned and managed. It provides custom made trainings and works on capacity building of community professionals and community resource persons.

In order to facilitate and support its functioning, a provision of Rs. 17,37,500/- was made earlier as one time establishment cost to TLCs. Now, this establishment cost has been revised to Rs. 26,85,500/-.

For the pilot implementation of differential establishment cost, three TLCs have been selected namely TLC Rohtas, Nalanda and Muzaffarpur. These District needs to ensure the procurement of items prescribed in the cost norms by June'22.

All DPMs are hereby directed to ensure the procurement at TLCs within the prescribed timeline.

Enclosures:

Annexure 1:- Budget for One Training and Learning Centre

Annexure 2:- List of items for crèche facility in TLC

**Signed by Rajiv Kumar Singh**

(Rajiv Kumar Singh)

Date: 22-04-2022 18:24:37

Reason: Approved  
Administrative Officer cum OSD in charge

Copy to:

1. All DPMs/Procurement Managers/FMs/Manager-ICBs
2. All PCs/SFMs/SPMs/PMs/AFMs.
3. OSD/Director/CFO/PS/PO/AO
4. IT Section
5. Concerned File

## Budget for One Training and Learning Center (TLC)

## (A) Operational/ Recurring cost

Sl.	Particulars	Budget support per month (Maximum limit)	Budget support for 1 year
1	TLC office rent & office maintenance	20000	240000
2	Electricity (as per the actuals)	5000	60000
3	Power backup/ Generator hiring or connection point (min 5KV)	15000	180000
4	Stationary, printing, periodicals	5000	60000
5	Communication Expenses (Internet Expenses & talktime recharge)	1000	12000
6	Meeting expenses, office contingency and others expenses (may include hygiene exp., travelling exp. of TLC members, any extra exp. on TLC interior decoration etc.); as per the actuals	15000	180000
7	TLC AGM (one time)		25000
8	Cleanliness Expenses	5000	60000
9	Miscellaneous Expenses (as per the need)	5000	60000
	<b>TOTAL</b>		<b>877000</b>

## (B) Office Establishment Cost (One Time)

Sl.	Particulars	Unit	Rate/ Unit (Rs.)	Amount in Rs.	Description of Items
	<b>Fixed Expenses</b>				
(a)	<b>Office/ Training Centre Equipment</b>				
1	Electric Meter/ connection of electricity	1	10000	10000	Standard
2	Inverter and 2 battery set	2	40000	80000	2KVA inverter, Battery-MAH200, Standard (Branded)
3	Office Tables	5	5000	25000	Min. Size- 120cmX75cmX75cm (approx.) to Max. 120cmX75cmX75cm (approx.)
4	Office chairs	50	1000	50000	Standard (with handle)
5	Dining tables & chair set	10	5000	50000	Standard (4 seater table and 4 chair set without handle)
6	Folding study table	50	300	15000	Standard
7	Mats (Dari)	10	3000	30000	Min. Size- 10'x15' or above
8	Ceiling Fan	15	2000	30000	Standard (Branded)
9	Pedestal Fan	5	3500	17500	Standard (Branded)
10	Steel Almirah (i) Small	2	10000	20000	4'x3'x1.5' (Approx.), atleast 20 gauge steel
	and (ii) Big	2	15000	30000	6.5'x3'x1.5' (Approx.), atleast 20 gauge steel
11	Tube lights (CFL/LED)	20	100	2000	Standard (Branded)
12	File Rack + newsletter stand	3+1	4000	16000	File rack- Min. Size - 160 cmX92cmX31cm (Approx.), atleast 4 racks, strongly welded, 12-15 inch plate, Newsletter stand Standard
13	Book shelf	2	4000	8000	Stainless steel/ iron bookshelf
14	CCTV Camera set			25000	Min with 4 camera set or above
15	Tally (licensed version)	Overtime		20000	Tally ERP-9 Single User
16	Recreational Activities (i) Indoor games: Carrom board, Ludo, gaming tools etc or items according to the need				
	(ii) Musical instruments: Harmonium & hand drums/ dholak/ items as per need			15000	Standard
17	Wall clock	5	500	2500	Big Size
18	Name board, Notice board, White board & Sign board	Lumpsum		10000	Notice Board- 3'X4', white Board & Name Board- 6'x4', sign board-3'X2'
	<b>Total</b>			<b>456000</b>	
(b)	<b>Computers and Printers</b>				
1	Desktop computer with UPS+ webcam/ Laptop	1	60000	60000	Min. Requirement - (Processor- core i5, 5th Gen, RAM-4 GB HDD-1TB, Monitor- 17" , Mouse, Keyboard, Integrated Graphics, UPS- 600VA or above),(o/s) + AMC for 3 years or above
2	MFP Printer	1	40000	40000	Laser, >25ppm, >25cpm, monochrome, print, copy & scan, Hi speed USB 2.0 port; built-in Fast Ethernet 10/100 base-TX network port, LCD, automatic, 600 MHz, 128 MB, up to 600 *600 dpi
3	Internet Device/ Wifi connection	1	2000	2000	Standard (Branded)
	<b>Total</b>			<b>102000</b>	

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1	Mike with speakers (USB based)	1	15000	15000	Min. 15 watt, Standard (Branded)
2	Collar mike + Hand mike (analogue)	1+1	5000	10000	Standard (Branded)
3	Projector with Screen	1	50000	50000	Min. Requirement - Technology - 3 LCD, Resolution- SVGA, 800x600, contrast ratio- 15000:1, Lamp-10000 HR durability, Connectivity - USB -2.0, LAN- VGA/HDMI
4	Television- (Small + Big)	1+1	25000+35000	60000	Small- 35 inches and Big- 40 inches or above
5	Home theater/ music system/ sound system (compatible with TV)	1	20000	20000	Standard (Branded)
6	Hard disk with pendrive	1	10000	10000	2 TB for hard disk or above
7	K-Yan projector	1	135000	135000	XGA short throw, brightness 3500 ANSI Lumens, Intel Core i5 6 USB port, 1 TB hard disk, 8 GB ram, inbuilt interactivity, built in camera with window 10 o/s
<b>Total</b>				<b>300000</b>	
<b>(d) Equipment for Residential Facilities</b>					
1	Mattress with cover (single bed)	50	1000	50000	Size- min. 3.5'x6.5'
2	Bedsheet	100	700	70000	Size- min. 4'x7'
3	Pillow with Cover	100	300	30000	Standard Size- min. 11"x16"
4	Blanket with Cover	100	2000	200000	Size- min. 4'x7'
5	Trunk	5	10000	50000	Size- min. 6'x4'x3'
6	Bed (i) Folding Bed with Ply/ Chouki or (ii) Bunk bed	40	2500	100000	Size- min. 3.5'x6.5'
7	Mosquito Net	40	500	20000	Size- min. 3.5'x6.5'
8	Desert Cooler (i) Small (ii) Big	2	7000	14000	Standard (Branded)
9	Hot/ cold/ normal water dispenser	1	15000	15000	Standard (Branded)
10	Fire Extinguisher (Powder based)	2	10000	20000	Min. 4 Kgs
11	Exhaustible fan	5	2500	12500	Standard
12	Refrigerator	1	15000	15000	Min. 190 ltrs or above
<b>Total</b>				<b>616500</b>	
<b>(e) Furnishing Items</b>					
1	Curtains, Foot mats, carpets or any other items (as per the requirements)			10000	Standard
2	Others (Kitchen towels, hand towels, and other items as per needs)			1000	Standard
3	Lab coat, apron, hair mask, face mask & gloves for Rasoiyya didi	12 set	1000	12000	Standard
<b>Total</b>				<b>23000</b>	
<b>(f) Equipments for Kitchen</b>					
1	Gas Cylinder Connection	1	13000	13000	
2	Cooking Gas top/ bhatti (i) small size (ii) big size	2	1500	3000	Standard
3	Kitchen hot serving table/ hot plate with buffet set	1	10000	10000	Standard
4	Washbasin	2	2500	5000	Big Size
5	Kitchen sink	2	2500	5000	Big Size
6	Utensils (cooking, serving & dining items)		50000	50000	
7	Racks (i) for utensils (bartan stand) (ii) for vegetables	4	2000	8000	Big Size
8	Juicer Mixer Grinder	1	1500	3500	stainless steel movable rack with 3 to 4 basket layers Wattage: 750 W; Voltage: 230 V; Revolution: 20000 RPM, 2 yrs warranty or above
9	Tea dispenser	2	3000	6000	Stainless steel, 5 ltr hot tea dispenser with tap
10	Clearance trolley/ basket	4	1000	4000	Standard
<b>Total</b>				<b>116000</b>	
<b>(g) Cleanliness and Hygiene Maintenance</b>					
1	Sanitizer vending machine	1			
2	Thermal Screening	1		10000	
<b>Total</b>				<b>10000</b>	
<b>(h) Establishment of Library &amp; Creche</b>					
<b>(i) Minor Repairing Cost</b>					
<b>(j) Insurance (equipments and others)</b>					
<b>Total (a+b+c+d+e+f+g+h+i+j)</b>				<b>1808500</b>	
<b>Grand total (A) + (B)</b>				<b>2685500</b>	

Note :-

- All the above mentioned budget is suggestive/ upper cost and the expenses incurred must be as per the actuals.
- Under (A) Operational/Recurring cost point no (9) Miscellaneous Expenses, if the cost exceeds in a month, the cost can be adjusted from the 1 yr cost of the same budget head.
- Item (B) no. (i) Minor Repairing Cost will be subject to the approval of competent authority based on the proposal received.
- Budget Line - NRLM- B2.2.3.4 (TLC Start Up Cost), BTDP - 9. CBO establishment cost (TLC establishment cost), NRETP- B3.2.1 Model CLF/ VOs (Start-up Costs including IT infrastructure, Equipments, Tablets, etc.)
- Stock entry of all the procured items is mandatory to be done in which concern block/ district accountant will support.
- Different methods are involved for procuring different items so Procurement Manager will be responsible for the training of procurement committee and concerned project staff for preparing Rate bank and other necessary processes.
- Annexure for (h) Establishment for Creche has been attached.
- Unit cost of items if increased, should be within maximum limit is acceptable.

**Annexure: 2**

List of items for Creche facility in

Sl.	Type of Facility	Material/ Equipment (estimated for max. up to 10 children)
1	Sleeping & Rest	Durries (5), Bed sheets (10), Pillows (10), Mats (5) and Mosquito nets (10)
2	Play/ Pre-school activities	Swings (1), Slides (1), Seesaw (1) for balancing activities Pre-school education kit including games, toys for play activities-doll, ball, ring, picture books, puppets and materials for painting & coloring-4 sets each
3	Feeding	Plates (10), Bowls (10), Spoons (10), Tumblers (10) etc.
4	Storage	Plastic/ aluminum drums (4) for storing pre-school materials
5	Any other items as per need.	