

## Procurement Guideline for ATL Schools

1. Each ATL has to procure equipment to make it functional towards the larger goal of creating an innovation ecosystem in our country and build capacities in our youth to become innovators and solution providers. The timeline for the same is 2-3 months after receiving the grant-in-aid money. Towards this aim we are sharing a set of guidelines to help support the process of procuring equipment.
2. Grant-in-aid of Rs. 20 lakhs has been sanctioned for each of the schools for establishing Atal Tinkering Labs for five years, which includes Rs. 10 lakh as one time establishment cost and the remaining Rs. 10 lakh towards Operational and Maintenance expense for five years @ two lakhs INR per year.
3. All ATL Schools are required to purchase equipment, as per the ATL equipment list, attached in email (also shared on AIM website). The suggested quantity is mentioned in the ATL equipment list. Please note this list is not exhaustive but only suggestive and indicative in nature.
4. All the equipment considered necessary as suggested by experts have been classified into the following four packages:
  - P1- Electronics Development, Robotics, Internet of Things, and Sensors
  - P2- Rapid Prototyping Tools
  - P3- Mechanical, Electrical, and Measurement tools
  - P4- Power Supply, Accessories and Safety equipment
5. For Package P1, it is important to note that the various kinds of electronics/ robotics platforms are likely to be on different platforms, and their sub-components are normally not inter-changeable. Therefore, schools are advised to evaluate all platforms for robotics, IoT, and electronics development, and pick any one/ more of the available P1 educational platforms, and buy all components on the same platform, so that the various components are compatible to each other.
6. Based on the applications received from various equipment vendors, an Indicative List of vendors providing four packages P1, P2, P3 and P4 is available on AIM website. Please note that this is not an exhaustive list of vendors but only suggestive and indicative in nature. Please note that these vendors have agreed to the following:
  - a. To provide two years of comprehensive warranty at no additional cost for all equipment including 3D printers, as well as replacement of equipment during repair
  - b. To provide training on handling and usage of equipment at school at no additional cost

- c. To provide three years of comprehensive AMC (Annual Maintenance Contract) at no additional cost
  - d. To provide all indicative equipment in the suggested quantity within Rs.7 lakhs
7. The final decision with regard to selection of the vendor for purchasing the equipment and training services resides with the schools. The schools may select vendors outside this suggestive list, provided the quality, equipment specification and price of the vendors is comparable with that of the suggestive list. The schools are also expected to carry out their due diligence for price discovery and their specific requirement keeping in view their local needs and conditions before placing the supply orders.

Please note that AIM, NITI Aayog reserves the right to audit the selected vendor and associated expenses/services at any point of time.

## Fund Utilisation Guideline for ATL Schools

Out of the total funds - i.e. the twelve lakhs that have been transferred to the schools under the ATL grant, ten lakhs are for capital expenses and two lakhs are for Operational and Maintenance expenses for the financial year 2017-2018.

The guidelines for utilisation of grant-in-aid is explained below:

### 1. Utilisation of Grant-in-Aid towards Establishment Cost

One time establishment cost of up to Rs. 10.0 lakh has been provided for each ATL. The establishment cost may be utilised for the following purpose:

- Up to Seven lakh INR may be utilised for procurement of ATL equipment as per the ATL equipment list, in first 2-3 months after receiving the grant.
- Maximum of One lakh INR may be used for purchasing laptops and a projector, in case these are not already available in ATL/school.
- Refurbishment of the ATL in terms of electrical fittings, internet facility, painting procurement of furniture like tables, chairs, storage boxes, printing of banner/board etc. can be undertaken by the schools. A maximum of one lakh and fifty thousand INR from the grant-in-aid may be utilised for this purpose.
- A maximum upto fifty thousand INR can be used for advanced prototyping, based on ATL specific requirements.

### 2. Utilisation of Grant-in-Aid towards Operation and Maintenance

An amount of Rs. 10.0 lakh has been provided for each ATL @ Rs. 2 lakh per year (for a period of 5 years). The O&M cost may be utilised for the following purpose:

- Repair & Maintenance of ATL equipment
- Purchase of consumables / spares
- Travel reimbursement for ATL faculty/ ATL students to attend events/meeting/training programme organised by AIM
- Organising intra and inter-school ATL related events – ATL Tinkerfest, ATL Marathon, ATL mentor sessions, competitions, guest lectures, hands-on workshops for students, training workshops for teachers and community outreach
- Payment of token honorarium to one ATL-in-charge (only) upto to maximum Rs. 5000 per month.

### 3. The grant-in-aid should not be used for following purposes:

- Payment of salaries to ATL-in-charge, any faculty, lab assistant, equipment vendors, mentors etc.

### **Guidelines for ATIL Equipment Vendors**

1. It is mandatory for all vendors to provide installation and equipment training to the Schools (Principal/ ATIL-incharge/ faculty members) on handling and usage of equipment, after the delivery of the equipment, at no additional charge.
2. It is mandatory for all vendors to provide 2 years of comprehensive warranty at no additional charge (including for 3D printers). If the school requires repairing of an ATIL equipment, then the vendor should provide a replacement till the time the equipment is fully repaired).
3. Vendors should clearly indicate the timeline for delivery of packages, installation and training. The delivery time should not be more than 2 months.
4. The vendors should maintain a supply chain of consumables and other items for 5 years.
5. The vendors should provide 3 year comprehensive AMC, wherever applicable, and clearly indicate the terms and conditions of the same.
6. The vendors should indicate both itemized prices and package wise pricing and provide detailed specification and brand name of all the equipment
7. The vendor should provide all required documents for verification by the school at the time of purchase of equipment. Authorized signatory must sign the documents.
8. The vendors should have a mechanism for proper disposal of e-waste.
9. In case the vendors are third party vendors or channel partners, they should ensure timely availability of all equipment and associated services to the School, to avoid any delay or inconvenience to the schools.
10. In case some schools are unhappy with the services of some selected vendors, they would not be permitted to provide services to other ATIL schools.