



Common Facility Centres (CFCs): Standard Operating Procedure (SOP)

This Standard Operating Procedure (SOP) has been prepared based on the current CFCs under different schemes such as the Micro and Small Enterprise Cluster Development Programme (MSE-CDP), and the Micro Cluster Development Programme (MCDP). **The SOP can be used across all CFCs, however, the user/ beneficiary is requested to check/ verify the details with the CFC Management before usage.**

1.1.1 Objective of the SOP

The purpose of this SOP is to establish guidelines for the usage of the Common Facility Centers (CFCs) to support the production, enhancement, and promotion of ODOP (One District One Product) items. This document ensures consistent operations, optimal resource utilization, and accessibility for all eligible users.

1.1.2 Scope of the SOP

This SOP applies to all registered producers, artisans, and businesses utilising the CFCs for ODOP related activities, including production, packaging, quality testing, and skill enhancement.

1.1.3 Brief Roles and Responsibilities

CFC Management

- Oversee the day-to-day operations of the CFC.
- Maintain all equipment and ensure proper functioning.
- Schedule and allocate time slots for users.
- Ensure compliance with safety and operational guidelines.
- Conduct routine maintenance of equipment.
- Address any technical issues promptly.
- Maintain logs of maintenance activities.

Users/ beneficiaries

- Adhere to the rules and guidelines outlined in this SOP.
- Complete necessary training (if required) before using specific equipment.

1.1.4 Procedure/ process for CFC usage

Registration and Booking

- Users must register with the CFC management team by submitting valid identification.
- Wherever required by the CFC, bookings must be made in advance, specifying the required equipment and time slots.
- The management team will confirm bookings based on availability.

Facility Usage

- Users must arrive on time for their scheduled slots and sign the usage log.
- Only registered users are allowed to operate the equipment.
- Users must inspect equipment before use and report any pre-existing issues to the management team.

Safety and Compliance

- Wear appropriate personal protective equipment (PPE) when required.
- Follow all safety guidelines displayed within the facility.
- In case of an emergency, notify the management team immediately and follow evacuation procedures if necessary.

Post-Usage Protocol

- Return all tools and accessories to their designated locations.
- Report any damages or issues encountered during usage to the management team.
- Sign out in the usage log before leaving the facility.

1.1.5 Fee Structure and Payments

- A nominal fee may be charged for the use of certain facilities to cover operational costs. **This will vary between CFC and the user/ beneficiary is requested to check the same with the CFC well in advance.**
- Receipts will be issued for all payments.
- The fee structure of some of the clusters are as detailed below:-

SIIMKA KNITEX CLUSTER SERVICES PRIVATE LIMITED

S No	Design (cotton yarn 30s count.)	Price per Kg for the SPV	Price per Kg for others
1	Single Jersey	8.00	9.00
2	Airtex	10.00	12.00
3	Plain Rib	13.00	14.00
4	Durby Rib	22.00	23.00
5	Lycra Rib	42.00	44.00
6	2 thread fleece	11.00	12.00
7	3 thread fleece	16.00	17.00
8	Interlock (24GG)	14.00	15.00
9	Interlock (28GG)	16.00	17.00
10	Lycra Interlock	68.00	70.00

11	Picque	11.00	12.00
12	Jacquard Jersey	90.00	100.00
13	Mattress/Quilt	90.00	100.00

Flat Knitting charges

S.No	Design (cotton yarn 24's count)	Price per KG for the SPV	Price per KG for others
1	Plain collar	2.50	3.00
2	Stripes collar	3.00	3.50
3	Lycra collar	4.50	5.00
4	Plating collar	7.00	8.00
5	Birds Eye Collar	7.00	8.00
6	Plain Cuff	1.00	1.30
7	Stripes Cuff	1.20	1.50

2. ERODE SIZING COMMON FACILITY CENTRE PVT LTD

S No	Count	Ends		
		3000 to 7000	7000 to 10000	10000 to 14000
Price per kg & No. of ends				
1	16S VSF	19.00	19.50	22.00
2	20SVSF/VORTEX	19.50	20.00	20.50
3	24SVSF/VORTEX	20.00	21.00	22.00
4	30 SVSF/VORTEX	20.00	21.00	22.00
5	30 SVSF/SLUB/HT	21.00	22.00	23.00
6	40 SVSF/VORTEX	27.00	27.50	28.00
7	40 SVSF/SLUB/HT	27.50	28.00	28.50
8	24S TENCEL	25.00	26.00	28.50
9	30S TENCEL	26.00	28.00	27.50
10	40S TENCEL/MODAL	30.00	31.50	28.50
11	60S TENCEL/MODAL	38.00	39.00	33.50
12	80S TENCEL/MODAL	46.00	48.00	40.00
13	10S COTTON	20.00	21.00	50.00
14	16S COTTON	21.00	22.00	22.00
15	20S COTTON	22.00	23.00	23.00
16	30S COTTON	23.00	24.00	24.00
17	40S COTTON	27.00	28.00	25.00
18	50S/2/100S	34.00	36.00	30.00

19	60S/2/120S	34.00	36.00	38.00
20	80S COTTON	42.00	44.00	46.00
21	100S COTTON	56.00	57.00	58.00
22	120S COTTON	58.00	60.00	62.00
23	40SPC	33.00	35.00	37.00
24	45SPC	35.00	36.00	37.00
25	60SPC	42.00	44.00	45.00
Note: For members less up to Rs 3 from the above price per kgs				

PRECISION ENGINEERING AND TECHNOLOGY CENTRE

Sl. No	Facility/ Service Name	Description	Standard Price (in Rs)	SPV Price (in Rs.)	Remarks/ Terms
A METROLOGY					
1	CMM Measurement	Inspection, reporting	1,250/hr	1,000 hr	Up to 2 micron accuracy
2	3D Scanning	Reverse Engineering/ Comparison	1,250/hr	1,000 hr	Up to 7 micron accuracy
3	Contour Measuring	2D Form	250/Trace	200/ Trace	25-micron Tip Radius Stylus
4	Roughness	Ra, Rz, Rt, etc.,	250/Trace		2- micron Tip Radius Stylus
B 3D Printing / ADDITIVE MANUFACTURING					
1	Ploymer SLS	Power Based 1.Nylon 12-(EOS-PA2200) Color White (can be painted to any color using aerosol spray)	10% Discount from Market Price	20% Discount from Market Price	Quotation based on submitted CAD model in STP/STL File
2	Metal DMLS	Power Based 1.Maraging Steel (EOS-MS1) 2.Aluminium (EOS-AISI 10mg)	10% Discount from Market Price	20% Discount from Market Price	Quotation based on submitted CAD model in STP/STL File
3	MSLA	Resin Based 1.Black –ABS Like Material	10% Discount from Market Price	20% Discount from Market Price	Quotation based on submitted CAD model in STP/STL File
4	FDM	Filament Based 1.PLA Black	10% Discount from Market Price	20% Discount from Market Price	Quotation based on submitted CAD model in STP/STL File
TESTING					

1	Hardness	Brinell (upto 3000 Kg) Rockwell (upto 150Kg) Vickers- Macro (1 Kg-50Kg) Vickers- Micro (1 gm to 1 Kg)	250/ Sample	200/ Sample	All Hardness scales- Digital Semi Automating- High Accuracy and Repeatability
2	Plating Thickness Measurement	NDT- Eddy Current Based	250/ Sample	200/ Sample	Any shape/Surface
3	Plating Thickness Measurement	Electro –Chemical Based	500/ Sample	400/ Sample	Flat Sample Required
4	Microstructure	Upto 1000X with Polariser	250/ Sample	200/ Sample	Microstructure reopening only

KRISHNAGIRI PRINT PRIVATE LTD

SL	FACILITY/ SERVICE NAMES	SPV PRICE	REMARKS	
A	FOUR COLOUR PLATE AND PRINTING CHARGES			
	SIZE	(1st 1000 IMPRESSION CHARGES)	ADDITIONAL IMPRESSION PER 1000 COPIES	
1	DEMI (18x23)	Rs.2200/-	Rs.700/-	18% GST extra
2	Double Demi (25x36)	Rs.4500/-	Rs.800/-	18% GST Extra
3	Double Crown (20x30)	Rs.3500/-	Rs.750/-	18% GST extra
B	Digital Machine			
	Size	Amount		
1	(13x19) 300 GSM N/S BOARD	Rs.13/- Per Sheet	-	18% GST extra
2	(13x19) 170 GSM ART PAPER	Rs.11/- Per Sheet	-	18% GST extra
3	Sticker Sheets	Rs.15/- Per Sheet	-	18% GST Extra
C	Lamination Machine			
	Size	Single Side (Per Square Inch)	Front And Back (Per Square Inch)	
1	Glossy Lamination	Rs.0.45/- Paise	Rs.0.90/- Paise	18% GST Extra
2	Matt Lamination	Rs.0.60/- Paise	Rs.1.20/- Paise	18% GST Extra
D	Folding Machine			
	Description	AMOUNT		
1	Upto 1000 Impression	Rs.300/-		18% GST Extra
E	Dye Punching Machine			
	Description	AMOUNT		

1	Upto 1000 Copies	Rs.500/-		18% GST Extra
F	Perfect Bindng Machine			
	Description	AMOUNT		
	Minimum Charges Upto 50 Books	Rs.500/-		18% GST Extra
G	Knife Grinding Machine			
	Description	AMOUNT		
	Knives	Rs.100/-		18% GST Extra
H	Cover Making			
	Description	AMOUNT (PER 1000 COVERS)		
1	Art Paper	Rs.450/-		18% GST Extra
2	Maplitho Paper	Rs.250/-		18% GST Extra
I	UV Screen Printing			
	Description	AMOUNT		
1	Per Copies	Rs.1/-		18% GST Extra

SALEM PRINTS CLUSTER SERVICES PRIVATE LLMITED

Die Cutting

Two ups	Rs.0.5/per Imp
Four ups	Rs.0.25/Per Imp
More than four ups	Rs.0.20/Per Imp
* Die Cost Extra	

Lamination

Gloss(PVC) Single Side	100 sq inch	Rs.30
Gloss(BOPP)Single Side	100 sq inch	Rs.40
Matt Single Side	100 sq inch	Rs.60

Web Press

Plate Charge	1	400/plate
Printing	1000	Rs.120/colour
Printing	1000-5000	Rs.100/colour
Printing	5000&Above	Rs.90/colour

Numbering

Small font	1000	Rs.30
Big font	1000	Rs.40
Inline Perforation/Scoring	1000	Rs.10
Offline Perforation/Scoring	1000	Rs.20

Cutting M/C

Paper below(170 GSM)	500	Rs.8/cut
170-300 GSM	300	Rs.8/cut
Above(300 GSM)	200	Rs.8/cut

Multicolor Printing

Double Demy	Quantity	Rate
Single Side	1000	Rs.3200
Front & Back	1000	Rs.3800

Aqueous Coating

Art Paper(Double Demy)	1000 nos	Rs.650
Board(Double Demy)	1000 nos	Rs.700

Box Pasting**STRAIGHT LINE BOX**

Size	Quantity	Rate
Upto 100 mm	1000	Rs.70
Upto 150 mm	1000	Rs.80
Upto 200 mm	1000	Rs.100
Upto 250 mm	1000	Rs.120
Upto 300 mm	1000	Rs.150

CRASH LOCK BOX

Upto 100 mm	1000	Rs.150
Upto 200 mm	1000	Rs.250

CORRUGATION STRAIGHT LINE BOX

Small	1000	Rs.350
Medium	1000	Rs.450
Big	1000	Rs.600
Corrugation Lock Bottom	1000	Rs.500

Salem Furniture Cluster India Private Limited

S.No.	Work	Per(CFT/RFT/NOS)	Amount	Remarks
Design Work				
1	1)Simple Work	Nos	950	Using 38&39
	2)Multiple Work	Nos	1550	
Wood seasoning				
2	Wood seasoning with chemical treatment	Cft	200	Using 9,14,15,17&18
3	Wood seasoning without chemical treatment	Cft	150	Using 9,14,15,17&18
Board Making				
4	Finger joint with Butt Joint work	Cft	210	Using 2,3,7,8,12&19
Door Design work				
5	a)Router Design	Nos	700	Using 6&24
	b)Carving Design(Simple)	Sq ft	150	
6	Wood Planning &smooth sanding work	Cft	55	Using 7,8 &23
Leg work				
7	Bigger(Dining Leg etc...)	Nos	295	Using 1,8&10
	Medium (Cot Leg etc.	Nos	175	
	Small(Sofa leg etc...)	Nos	55	
Cot work without storage				
8	King cot work	Nos	1925	Using 1,2,3,4,5,6,7,8,11,12,13, 19,22 & 24
	Queen cot work	Nos	1650	
	Single cot work	Nos	1275	

Cot work with storage				
9	(a) King Cot work	Nos	3950	Using 1,2,3,4,5,6,7,8,11,12 ,13,19,22 & 24
	(b) Queen cot work	Nos	3750	
	©Single cot work	Nos	2580	
Wooden Chair				
10	(a) Simple Design work	Nos	745	Using 1,4,5,8&10
	(b) Multiple Design work	Nos	1580	
Wooden Sofa (Simple design)				
11	Three Seater Sofa	Nos	1350	Using 5,4,5,6,8,12&22
	Two seater Sofa	Nos	1255	
	Single Seater Sofa	Nos	785	
Others Furniture				
12	(a) Coffee Table	Nos	725	Using 2,3,4,5,6,7,9,22&26
	(b) Bed Side Table	Nos	450	
	(c) Dining Table Without leg	Nos	2575	
	(d) Wardrobe	Nos	3850	

2.1.1 Non-Compliance and Penalties

- Failure to comply with the SOP may result in temporary or permanent suspension of access to the CFC.
- Any damages caused due to negligence will be recovered from the user responsible.

2.1.2 Revision and Updates

This SOP will be reviewed annually or as required to incorporate feedback and accommodate new developments.