



ISO: 9001, 14001,  
& OHSAS: 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

CIN No. U4010ML1976GOI001658

Website: [www.neepco.gov.in](http://www.neepco.gov.in), E-mail: [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com)

CONTRACTS & PROCUREMENT

BROOKLAND COMPOUND:: LOWER NEW COLONY

SHILLONG-793 003, MEGHALAYA, INDIA

Ph: 91-364-2224582 :: Fax: 91-364-2222578

No. NEEPCO/QP/C&P/F/C/Uniform & Liveries/425/2014-15/1324-29 Dated 23-09-2014

Limited Notice Inviting Quotations (NIQ) No. 108 Dated 23-09-2014

To,

1. M/s. Hanumanbux Motilal, Cloth Merchants & Govt. Suppliers,  
Police Bazar, Shillong-1
2. M/s. Hanumanbux Umadutt, Wholesale & Retail Cloth Merchant,  
Police Bazar, Shillong-1
3. M/s. J.B. Textiles, Police Bazar, Shillong-1
4. M/s. Shyam Textiles, Police Bazar, Shillong-1
5. M/s. Yash Enterprise, Happy Valley, Shillong-7
6. M/s. Gupta Emporium, Happy Valley, Shillong-7

**Sub: Limited Notice Inviting Quotations (NIQ) for Supply of Uniform/Liveries for Security personnel of NEEPCO Ltd.**

Dear Sirs,

Sealed limited Quotations under Single-Stage Two-Envelope bidding procedure are invited from the above selected Bidders/Quotationers for supply of Uniform/Liveries for Security personnel of North Eastern Electric Power Corporation Ltd. (NEEPCO) (A Government of India Enterprise). The items covered under the Scope of supply is given as below:

Sl. No.	Description of items	Quality/Specifications	Quantity
1	Shirt & Trouser Khaki (Cloth)	Reymonds/Vimol	831 Mtrs.
2	Shirt Angola Khaki (Cloth)	Reymonds/Vimol	559 Mtrs.
3	Trouser Woolen Khaki (Cloth)	Reymonds/Vimol	367 Mtrs.
4	Jersey woolen Khaki	Reymonds/Vimol	273 Nos.

5	Jacket Warm Khaki	Reymonds/Vimol	273 Nos.
6	Water proof Khaki (Rain coat with cap)	Duck back best quality	273 Nos.
7	Socks Woolen (Khaki)	Best Quality Ludhiana product	586 Pairs
8	Beret Cap Khaki	Best Quality Ludhiana product	327 Nos.
9	Belt web nylon black	Best Quality Ludhiana product	273 Nos.
10	Lanyard khaki	Best Quality Ludhiana product	333 Nos.
11	Shoulder badge "NEEPCO"	Stainless Steel/Metal	273 Pairs
12	Whistle	Best Quality/Metal	413 Nos.

The following Terms and Conditions shall prevail for submission of Quotations/Bids for the above supply:

1. **QUALITY/SPECIFICATIONS:**

- (i) The items to be supplied shall strictly conform to the respective Quality/ Specifications and colour specified in the above list of items and bidder's Quotations shall include samples against each item with proper tag and Company's seal etc. During supply by the successful Quotationer/Supplier, the Quality/Specifications and colour of the items supplied must conform to the prescribed/approved samples of the Corporation. In case of any non-conformity with the prescribed/approved samples of the Corporation, the supplied items shall be replaced by the Supplier within 14(fourteen) days from the date of lodging of the complaint without any extra cost to the Corporation.

2. **QUANTITY:**

- (i) The quantities indicated in the Bill of Quantities (BOQ) shall be treated as approximate only, which may undergo changes and for comparing Quotations. The quoted rates shall remain firm for all quantity variation plus or minus. The supplier shall execute the whole of the supply as per Quality/Specifications of the items and as per direction of the Consignee, irrespective of any quantity variation, at the rates entered in the BOQ.

3. **RATES:**

- (i) The Quotationers shall quote rates/amounts for all items as mentioned in the BOQ at **Annexure-I.**
- (ii) The rates quoted by the Quotationers shall be inclusive of all charges, all applicable taxes & duties, that may be leviable by the Government or any other body unless otherwise specifically mentioned herein, during the performance of the Contract.
- (iii) The Supplier shall be solely responsible for the compliance of all the formalities as required under all the Taxation Laws in force. Tax Deduction at Source/With-holding of Tax, as

applicable under various Indian tax laws will be effected from the bills. NEEPCO shall issue Tax Deduction Certificates on the said deductions as per the relevant tax law.

- (iv) The quoted rates are on F.O.R. basis to NEEPCO Ltd., Shillong-793003. The Quotationers shall give the break-up of the quoted rates/prices of any item as desired by the Corporation.
- (v) The quoted rates/amounts shall remain firm during the entire performance of the Contract.
- (vi) Rates shall be quoted per meter/number/pair, whichever applicable, legibly in words and in figures. In case of conflict between words and figures in the rates, the stipulations provided at Clause 13.3 (ii) below shall prevail. The Quotationers shall quote rates for all items as described in the BOQ, enclosed at **Annexure-I**. The Quotationers not quoting the rates of all items specified in the BOQ are liable for rejection.
- (vii) In case of applicability of DGS&D rate for supply of above items to NEEPCO (A Government of India Enterprise under Ministry of Power, Government of India) the DGS&D rate shall be quoted for this supply.

4. **EARNEST MONEY DEPOSIT:**

- (i) The Quotations must be accompanied with Earnest Money Deposit (EMD) for ₹17,400.00 (Rupees Seventeen thousand and four hundred only) in the form of Demand Draft /Banker's Cheque from any Nationalized /Scheduled Bank payable in favour of NEEPCO Ltd., Shillong. Quotations received without requisite EMD shall be summarily rejected. The bidders registered as Micro/Small Enterprises are exempted from payment of applicable EMD.
- (ii) The EMD of unsuccessful bidders i.e. other than L-1 Bidder, whose Envelope No.-1 are found to be acceptable, will be returned within 30(thirty) days from the date of issue of Supply Order to the successful bidder. The EMD of those Bidders, whose Envelope No.-1 are found to be not acceptable, shall be returned immediately after opening of Price Bids.
- (iii) The EMD of the successful Bidder will be discharged when the Bidder has submitted the required Security Deposit as specified in Clause 14 below and furnished unconditional acceptance of Supply Order.
- (iv) The EMD may be forfeited if the bidder withdraws his bid after the bid opening, during the period of bid validity and extension thereof or in the case of successful bidder, if the bidder fails within the specified time limit to furnish the required Security Deposit.
- (v) No interest or bank charges will be payable on the above EMD.

5. **VAT REGISTRATION, DEALERSHIP CERTIFICATE AND TRADING LICENSE:**

The Quotationers are required to submit the following documents along with the Quotations:

- (i) The latest VAT Registration Certificate under Meghalaya Value Added Tax Act;
- (ii) Valid Authorized Dealer Certificates of the brands as specified in the Quality/Specifications of items;

- (iii) Valid Trading License issued by Autonomous District Council of Meghalaya, in case of Non-tribal bidders;
- (iv) If the Bidders participating as Micro/Small Enterprises, the status of the firm under the provisions of Micro and Small Enterprises in compliance with the Public procurement Policy for Micro and Small enterprises (MSE) 2012, along with a copy of the relevant documents/certificates issued by the Competent Authority (i.e. District Industries centre or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other Body specified by Ministry of Micro, Small & Medium Enterprises) as evidence to their applicability of Micro and Small Enterprises.

6. **VALIDITY OF QUOTATION:**

The Quotations shall remain valid for acceptance for the minimum period of 180 (one hundred and eighty) days from the date of opening of Quotations/bids. Quotations without this minimum validity period shall be liable for rejection. The Corporation may request the Quotationers to extend the period of validity of Bid and Bid Security for a specified additional period.

7. **BIDDING PROCEDURE & SUBMISSION OF BIDS:**

- (i) The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system in sealed envelope, as follows:

**Envelope No.-1:** Shall contain Earnest Money Deposit (EMD) as per Clause 4 above, documents as per Clause 5 above, one duly signed & sealed copy of Notice Inviting Quotations (NIQ) alongwith samples of all items specified in the BOQ, with proper tag and Company's seal etc. as per Clause 1 above.

**Envelope No.-2:** Shall contain Price Bid/Quotation. Price Bids of only those Bidders who qualify in **Envelope No.-1** shall be opened.

- (ii) The Quotation shall be typed or written in ink and shall be signed by a person or persons duly authorised to sign on behalf of the bidder. Each and every page of the Quotation along with all amendments (if any) shall be initialled/signed and sealed/stamped by the person or persons signing the Quotation, without exception.
- (iii) Quotations/bids shall be submitted in two separate envelopes, each to be sealed and clearly marked as:

**"Envelope No.-1 for Limited Notice Inviting Quotations (NIQ) No. 108 Dated 23-09-2014 for Supply of Uniform/Liveries for Security personnel of NEEPCO Ltd" and "Envelope No.-2 for Limited Notice Inviting Quotations (NIQ) No. 108 Dated 23-09-2014 for Supply of Uniform/Liveries for Security personnel of NEEPCO Ltd" respectively.**

The Envelope No.-1 & Envelope No.-2 must contain all documents listed under Clause 7(i) above. Both the Envelopes shall be contained in a larger sealed envelope marked as

**“Limited Notice Inviting Quotations (NIQ) No. 108 Dated 23-09-2014 for Supply of Uniform/Liveries for Security personnel of NEEPCO Ltd”.**

Further to above, the Bidders shall submit samples of all items specified in the BOQ with proper tag and Company's seal etc. in a separate sealed envelope to be clearly marked as **“Samples in respect of Envelope No.-1 for Limited Notice Inviting Quotations (NIQ) No. 108 Dated 23-09-2014 for Supply of Uniform/Liveries for Security personnel of NEEPCO Ltd”.**

- (iv) The inner and outer envelopes shall be addressed to the Corporation at the address “The Executive Director (Contracts & Procurement), NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003” and shall bear the name and identification number of the NIQ.
- (v) In addition to the identification, as described above, the inner and outer envelopes shall indicate the name and address of the Quotationer to enable the Quotation to be returned unopened, in case it is declared late, pursuant to Clause 9 hereunder.
- (vi) If the envelopes are not sealed and marked as above, the Corporation will assume no responsibility for the misplacement or premature opening of the Quotation.
- (vii) No material relating to Envelope No.-1 shall be included in the Envelope No.-2 (Price Bid). All pages and any corrections, if any, on Envelope No.-2 shall be signed and stamped by the Quotationer.

**8. DEADLINE FOR SUBMISSION OF QUOTATIONS:**

- (i) The Last date & time for submission of Quotations along with Samples (the larger sealed envelope containing Envelope No.-1 and Envelope No.-2 along with separate sealed envelope containing Samples) is upto **12-00 Hours of 13<sup>th</sup> October, 2014**, which shall reach to the Corporation at the address specified at Clause 7(iv) above.
- (ii) The Corporation may extend the date for submission and opening of Quotations by issuing an amendment and the Quotationers shall comply with this.

**9. LATE BIDS:**

- (i) Any Quotations along with samples received by the Corporation after the stipulated closing date and time will be returned unopened to the Quotationers.

**10. DATE & TIME, VENUE FOR OPENING OF QUOTATIONS:**

- i. The date & time, venue for opening of Envelope No.-1 alongwith Samples is at **13-00 Hours of 13<sup>th</sup> October, 2014**, at the O/O the Executive Director (Contracts & Procurement), NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003.
- ii. All bidders' Envelope No.-1 along with Samples will be opened at the aforesaid address in presence of bidders or their authorized representatives who choose to attend, and who shall sign a register to confirm their attendance. The Envelope No.-2 (Price Bids) will not be

opened at this time. The Price Bids will be set aside for consideration after the Envelope No.-1 have been evaluated. The Priced Bids shall be opened after the Envelope No.-1 are found to be acceptable. The Priced Bids of those Bidders, whose Envelope No.-1 are found to be not acceptable shall be returned unopened immediately.

- iii. At the opening of Envelope No.-1 alongwith Samples, the bidders' names, presence or absence of EMD and such other details as the Corporation may consider appropriate, will be announced by the Corporation.

11. **PROCESS TO BE CONFIDENTIAL:**

Information relating to the examination, clarification, evaluation, and comparison of Quotations and recommendations for the award of a Contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Quotationer has been announced. Any effort by a Quotationer to influence the Corporation during the processing of Quotations/bids or award decisions may result in the rejection of his Quotation.

12. **CLARIFICATION OF QUOTATIONS:**

To assist in the examination, evaluation, and comparison of Quotations, the Corporation may, at its discretion, ask any Quotationer for clarification of their Quotations. The request for clarification and the response shall be in writing or by cable/ facsimile/e-mail. The Quotationers will not be permitted to change the price or substance of the Quotation after the Quotation has been opened.

13. **EVALUATION PROCEDURE:**

13.1 **GENERAL**

- i) The Quotations/bids will be evaluated by the Corporation to ascertain the lowest evaluated Price Bid, which is technically and commercially acceptable to the Corporation, for the complete scope of the proposal as detailed in the NIQ/Bid documents.
- ii) Evaluation of the bids will be carried out in two parts as indicated below:

Part I: Evaluation of Envelope No.-1

Part II: Comparison of Price bids (Envelope No.-2) of the accepted Envelope No.-1 Bids.

Only the Price Bids (Envelope No.-2) of those bidders, whose Envelope No.-1 have been evaluated and accepted shall be opened and considered for evaluation.

13.2 **PART I: EVALUATION OF ENVELOPE NO.-1 BIDS**

- i) In the evaluation of the Envelope No.-1 bids, screening for completeness and responsiveness of Quotations will be made, which takes into account the general completeness and the responsiveness of the Quotations in terms of submission of EMD, other necessary documents, data, samples, the original NIQ, duly signed & sealed by the Quotationers etc.

The samples to be submitted of all the items specified in the BOQ shall be checked for their given Quality/Specifications alongwith necessary EMD, documents, data to be submitted as per NIQ stipulations and to establish general completeness and responsiveness of the Quotations.

- ii) General completeness & responsiveness of the Quotations is to be checked and established on the basis of the contents and quality of documents, data and samples contained in the Quotations read with the subsequent clarifications and confirmations furnished by the Quotationer on request by the Owner.
- iii) In the evaluation of Quotations for evaluating and finalizing the lowest evaluated Price Bid, which is technically and commercially acceptable to the Corporation, quality of items alongwith total cost involvement will be the prime consideration for procurement of Uniform/Liveries.
- iv) The Quotationers are advised that the samples of required items submitted along with Envelope No.-1 shall invariably contain Items at Sl. Nos. 1, 2, 3, 4, 5 & 6 of BOQ besides other items' sample to qualify in Envelope No.-1 proposal, subject to the condition that samples submitted by the Quotationers against Items Sl. Nos. 1, 2, 3, 4, 5 & 6 of BOQ must conform to the respective NIQ stipulated Quality/ Specifications and approved by the Corporation.

### 13.3 PART-II: EVALUATION OF ENVELOPE NO.-2 (PRICE BIDS):

- i) Comparison of the Price Bids will be made only for the Quotations of those bidders, whose Envelope No.-1 (Techno-Commercial) submissions satisfy the Corporation that they will carry out the supply in accordance with the prescribed quality/specifications and have taken fully into account in preparing their Quotations all those particular aspects which could affect the progress/performance of supply and their tendered costs. The Corporation will examine the price bids to determine whether they are complete, whether computational errors have been made, whether the documents have been properly signed, whether all the Bill of Quantities have been filled up as per Annexure-I provided in the NIQ and whether the Price Bid are generally in order.
- ii) The quoted prices and rates shall be examined arithmetically. Arithmetical errors in Price Bids shall be rectified in the manner indicated below so as to arrive at a corrected total quoted price.

If, on checking, differences are found between the rates given by the bidder, in words and figures or in amounts worked out by him, the following procedure shall be followed:

- a) Where there is difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder, shall be taken as correct.
- b) Where the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidder in words shall be taken as correct.
- c) Where the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rates quoted by the bidder shall be taken as correct and not the amount.

13.4 **AWARD CRITERIA:**

- i. The bidder offering the lowest evaluated bid in conformity with the requirements of the NIQ/Bid documents shall be considered for award of supply, provided that the bidder is determined to be able to perform the supply satisfactorily. The Notice of Award of the Supply will be made in writing to the successful Bidder by the Corporation, within the validity period of the bid through registered letter/ facsimile/ e-mail. The Corporation is not bound to accept the lowest Quotation /bid and shall be the sole judge in this regard.
- ii. The Notice of Award of the Supply shall be made through issue of Supply Order/ Purchase Order (PO) to the successful Bidder, which shall be treated as Notification for commencement of supply. The Supply Order/ Purchase Order (PO) shall be followed by unconditional acceptance of the same by the successful Bidder. The Supply Order shall state the Contract Sum, Scope of supply, Terms and Conditions, Time of Completion etc., finally arrived at, after conducting negotiation (if any).
- iii. The Supply Order will constitute the formation of the Contract, subject to the successful Bidder furnishing Security Deposit in accordance with Clause 14 below. The Supply Order and its unconditional acceptance by the successful Bidder, along with the Notice Inviting Quotations/Bid documents and the amendments thereto if any, will be construed as the Contract Document.

14. **SECURITY DEPOSIT:**

- i. The Security Deposit shall be 10% (ten percent) of the Contract Sum/Award Price, which shall be deposited by the successful Bidder to the Corporation, on award of Supply, for due performance of the Contract, in the form of Demand Draft/Banker's Cheque drawn in favour of NEEPCO Ltd. payable at Shillong. The Security Deposit shall be retained by the Corporation till the expiry of Defect Liability Period, which is 6(six) months from the date of completion of the entire scope of supply, to be certified by the Corporation, provided that the Consignee is satisfied that there is no demand outstanding against the Supplier. No interest shall be payable to the Supplier by the Corporation against the Security Deposit.

15. **TIME OF COMPLETION & PENALTY/ COMPENSATION FOR DELAY:**

- i. The entire Scope of supply of all the BOQ items shall be completed in all respect within a period of 45 (forty five) days from the date of issue of Supply Order. In case of delay in completion of the entire scope of supply of all the BOQ items under the Contract within the stipulated completion period or any extended period (not due to the fault of the Supplier) as may be allowed, penalty @ 0.5% of Contract Sum (i.e. the value of the entire scope of supply of all the BOQ items) for each week of delay or part thereof, subject to maximum of 10% of Contract Sum shall be imposed on the Supplier, without prejudice to any other right or remedy of the Corporation on account of such default. The Corporation reserves the right to adjust the penalty either from the Security Deposit or any sum payable to the Supplier under this or any other Contract with the Corporation.



16. **PROCUREMENT FROM MICRO AND SMALL ENTERPRISES:**

Public procurement Policy for Micro and Small enterprises (MSE) 2012 has reserved 358 items (list attached at **Annexure-II**) to be procured exclusively from MSEs. Accordingly, the bidder to whom this supply contract shall be awarded shall procure the required items included in the list of 358 items exclusively from MSEs with minimum of 20% quantity from MSEs owned by SC/ST entrepreneurs.

The bidder to whom this supply contract shall be awarded shall make all endeavour to procure at least 20% of the required goods/services from MSEs with the condition that atleast 20% of that quantity shall be procured from MSEs owned by SC/ST entrepreneurs. In the event of failure of such MSEs owned by SC/ST entrepreneurs the target of procurement of atleast 20% from MSEs shall be met from MSEs owned by entrepreneurs other than SC/ST.

A compliance report to the above attaching documentary evidence shall be submitted to the Engineer-in-Charge/Consignee. If such procurement could not be complied with, reason for the same shall be indicated in the report.

17. **PAYMENT PROCEDURE:**

Payment shall be made within 30(thirty) days from the receipt of bills in triplicate by the Consignee on completion of entire scope of supply conforming the approved Quality/Specifications of the Corporation, to be certified by the Consignee.

18. **CONSIGNEE & PAYING AUTHORITY:**

- i. The Consignee shall be "Dy. General Manager (Security), NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003, Meghalaya". On certification by the Consignee for release of payment to the Supplier for the supply completed conforming the approved Quality/Specifications of the Corporation, payment shall be made by the Paying Authority, who shall be "The Sr. Manager (Finance) Bills, Finance & Accounts Wing, NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003, Meghalaya".

19. **E-PAYMENT:**

- i. The successful Bidder/Supplier shall have to furnish the following information for receiving e-payments against the supply through e-payment system:
  1. Name of Beneficiaries:
  2. Name of the Bank:
  3. Branch of the Bank:
  4. IFSC Code of the Branch:
  5. Account No.:
  6. City/Town:

7. Fax No. of the Bank:
8. Telephone No. of the Bank:
9. E-mail address of the Bank:
20. In case of any dispute, the decision of the Executive Director (Contracts & Procurement), NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003, Meghalaya, shall be final and binding.
21. In case, the specified date for receipt and opening of Quotations/Bids falls on any closed holiday for NEEPCO, the next working day at the appointed times shall be considered for the purpose.
22. Postal delays and late receipt of Quotations/Bids shall not be entertained.
23. Bidders are requested to visit NEEPCO website <http://www.neepco.gov.in>, CPP portal <http://www.eprocure.gov.in> for any modification/clarification of the Notice Inviting Quotations (NIQ)/Bid documents.
24. The Corporation reserves the right to reject any or all Quotations/Bids or to annul the bidding process and reject all the Quotations/Bids for any justified and genuine grounds without thereby incurring any liability to the affected Quotationers/Bidders, nor does it have any obligation to inform the Quotationers/Bidders of the ground for the action of NEEPCO.

**Enclosed: Annexure-I & II**

(P.S. Deb)  
Executive Director  
(Contracts & Procurement)

**BILL OF QUANTITIES**

Sl. No.	Description of items	Quality/Specifications	Unit	Quantity	Rate in ₹		Amount in ₹
					(In fig.)	(In words)	
1	Shirt & Trouser Khaki (Cloth)	Reymonds/Vimol	Mtrs.	831			
2	Shirt Angola Khaki (Cloth)	Reymonds/Vimol	Mtrs.	559			
3	Trouser Woolen Khaki (Cloth)	Reymonds/Vimol	Mtrs.	367			
4	Jersey woolen Khaki	Reymonds/Vimol	Nos.	273			
5	Jacket Warm Khaki	Reymonds/Vimol	Nos.	273			
6	Water proof Khaki (Rain coat with cap)	Duck back best quality	Nos.	273			
7	Socks Woolen (Khaki)	Best Quality Ludhiana product	Pairs	586			
8	Beret Cap Khaki	Best Quality Ludhiana product	Nos.	327			
9	Belt web nylon black	Best Quality Ludhiana product	Nos.	273			
10	Lanyard khaki	Best Quality Ludhiana product	Nos.	333			
11	Shoulder badge "NEEPCO"	Stainless Steel/Metal	Pairs	273			
12	Whistle	Best Quality/Metal	Nos.	413			

### review of the Public Procurement Policy for Micro and Small Enterprises

Pending approval of the new Public Procurement Policy for Micro and Small Enterprises (MSEs), a Committee is hereby constituted for looking into the applicability of some of the provisions of the proposed Policy in respect of select Central Ministries/Departments. The Committee will be chaired by the Secretary, Ministry of Micro, Small and Medium Enterprises.

2. The composition of the Committee will be as follows:

- |  |                    |
|--|--------------------|
| (i) Secretary,<br>Ministry of MSME   | : Chairman         |
| (ii) Secretary,<br>Planning Commission                                       | : Member           |
| (iv) Secretary,<br>Department of Public<br>Enterprises                       | : Member           |
| (v) Director General<br>(Supplies and Disposals),<br>Department of Commerce, | : Member           |
| (vii) Ministry of Commerce<br>and Industry                                   |                    |
| (viii) Additional Secretary and<br>Development<br>Commissioner (MSME)        | : Member Secretary |

3. The Committee will undertake the following functions:

- Consider the requests of the Central Ministries/Departments/PSUs for exemption, on a case to case basis, from the 20% target;
- Review the list of 358 items (as per Appendix) reserved for exclusive purchase from the MSEs based on the feedback received from the Central Ministries/Departments/PSUs;
- Review the grievances received from MSEs regarding Government procurement, including imposition of unreasonable conditions in the tenders floated by the Government Departments/PSUs; and
- Suggest special measures to be taken by the Central Ministries/Departments for enhancing their procurements from MSEs.

4. The Committee may co-opt any other Ministries/Departments of the Central Government as well as State Governments or invite any other expert/person associated/concerned with the MSMEs in its meetings, as and when required.

5. The Office of the Development Commissioner (MSME) will provide secretarial support to this Committee.

6. This issues with the approval of the Competent Authority.

Sd/-

(Praveen Mahto)

Additional Economic Adviser

Ph: 23062230, Fax: 23061611

### APPENDIX

#### LIST OF ITEMS RESERVED FOR PURCHASE FROM SMALL SCALE INDUSTRIAL UNITS INCLUDING HANDICRAFT SECTOR.

Sl No. Item Description

1. AAC/and ACSR Conductor upto 19 strands
2. Agricultural Implements
  - (a) Hand Operated tools and implements
  - (b) Animal driven implements
3. Air/Room Coolers
4. Aluminum builder's hardware
5. Ambulance stretcher
6. Ammeters/ohm meter/Volt meter (Electro magnetic upto Class I accuracy)
7. Anklets Weh Khaki
8. Augur (Carpenters)
9. Automobile Head lights Assembly
- ✓ 10. Badges cloth embroidered and metals
11. Bags of all types i.e. made of leather, cotton, canvas and jute etc. including kit bags, mail bags, sleeping bags and water-proof bag.
12. Bandage cloth ✓
13. Barbed Wire ✓
14. Basket cane (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
15. Bath tubs
16. Battery Charger
17. Battery Eliminator
18. Beam Scales (upto 1.5 tons)
19. Belt leather and straps
20. Bench Vices
21. Bituminous Paints
22. Blotting Paper

23. Bolts and Nuts
24. Bolts Sliding
25. Bone Meal
26. Boot Polish
27. Boots and Shoes of all types including canvas shoes
28. Bowls
29. Boxes Leather
30. Boxes made of metal
31. Braces
32. Brackets other than those used in Railways
33. Brass Wire
34. Brief Cases (other than moulded luggage)
35. Brooms
36. Brushes of all types
37. Buckets of all types
38. Button of all types
39. Candle Wax Carriage
40. Cane Valves/stock valves (for water fittings only)
41. Cans metallic (for milk and measuring)
42. Canvas Products :
  - (a) Water Proof Deliver, Bags to spec. No. IS - 1422/70
  - (b) Bonnet Covers and Radiators Muff. to spec. Drg. Lv 7/NSN/IA/130295
43. Capes Cotton and Woollen
44. Capes Waterproof
45. Castor Oil
46. Ceiling roses upto 15 amps
47. Centrifugal steel plate blowers
48. Centrifugal Pumps suction and delivery 150 mm. x 150 mm
49. Chaff Cutter Blade
50. Chains lashing
51. Chappals and sandals
52. Chamois Leather
53. Chokes for light fitting
54. Chrome Tanned leather (Semi-finished Buffalo and Cow)
55. Circlips
56. Claw Bars and Wires
57. Cleaning Powder
58. Clinical Thermometers
59. Cloth Covers
60. Cloth Jaconet
61. Cloth Sponge
62. Coir fibre and Coir yarn
63. Coir mattress cushions and matting
64. Coir Rope hawserlaid
65. Community Radio Receivers
66. Conduit pipes
67. Copper nail
68. Copper Napthenate
69. Copper sulphate
70. Cord Twine Maker
71. Cordage Others
72. Corrugated Paper Board and Boxes
73. Cotton Absorbent
74. Cotton Belts
75. Cotton Carriers
76. Cotton Cases
77. Cotton Cord Twine
78. Cotton Hosiery
79. Cotton Packs
80. Cotton Pouches
81. Cotton Ropes
82. Cotton Singlets
83. Cotton Sling
84. Cotton Straps
85. Cotton tapes and laces
86. Cotton Wool (Non absorbent)
87. Crates Wooden and plastic
88. (a) Crucibles upto No. 200
  - (b) Crucibles Graphite upto No. 500
  - (c) Other Crucibles upto 30 kgs.
89. Cumblics and blankets
90. Curtains mosquito
91. Cutters
92. Dibutyl phthalate
93. Diesel engines upto 15 H.P
94. Dimethyl Phthalate
95. Disinfectant Fluids
96. Distribution Board upto 15 amps
97. Domestic Electric appliances as per BIS Specifications :-
  - Toaster Electric. Elect. Iron, Hot Plates, Elect. Mixer. Grinders, Room heaters and convectors and ovens
98. Domestic (House Wiring) P.V.C. Cables and Wires (Aluminum) Conforming to the prescribed BIS Specifications and upto 10.00 mm sq. nominal cross section
99. Drawing and Mathematical Instruments

- |   |  |
|---|--|
| 100. Drums and Barrels  | 139. Hand pounded Rice (polished and unpolished)   |
| ✓101. Dust Bins   | 140. Hand presses  |
| 102. Dust Shield leather  | 141. Hand Pump   |
| 103. Dusters Cotton all types except the items required in Khadi  | 142. Hand Tools of all types   |
| 104. Dyes :   | 143. Handles wooden and bamboo (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation) |
| (a) Azo Dyes (Direct and Acid)  | 144. Harness Leather   |
| (b) Basic Dyes  | 145. Hasps and Staples   |
| 105. Electric Call bells/buzzers/door bells   | 146. Haver Sacks   |
| 106. Electric Soldering Iron  | 147. Helmet Non-Metallic   |
| 107. Electric Transmission Line Hardware items like steel cross bars, cross arms clamps arching horn, brackets, etc | 148. Hide and country leather of all types   |
| 108. Electronic door bell   | 149. Hinges  |
| 109. Emergency Light (Rechargeable type)  | 150. Hob nails   |
| 110. Enamel Wares and Enamel Utensils   | 151. Holdall   |
| 111. Equipment camouflage Bamboo support  | 152. Honey   |
| 112. Exhaust Muffler  | 153. Horse and Mule Shoes  |
| 113. Expanded Metal   | 154. Hydraulic Jacks below 30 ton capacity   |
| 114. Eyelets  | 155. Insecticides Dust and Sprayers (Manual only)  |
| 115. Film Polythene - including wide width film   | 156. Invalid wheeled chairs.   |
| 116. Film spools and cans   | 157. Inverter domestic type upto 5 KVA   |
| 117. Fire Extinguishers (wall type)   | 158. Iron (dhobi)  |
| 118. Foot Powder  | 159. Key board wooden  |
| 119. French polish  | 160. Kit Boxes   |
| 120. Funnels  | 161. Kodali  |
| 121. Fuse Cut outs  | 162. Lace leather  |
| 122. Fuse Unit  | 163. Lamp holders  |
| 123. Garments (excluding supply from Indian Ordnance Factories)   | 164. Lamp signal   |
| 124. Gas mantels  | 165. Lanterns Posts and bodies   |
| 125. Gauze cloth  | ✓166. Lanyard  |
| 126. Gauze surgical all types   | 167. Latex foam sponge   |
| 127. Ghamellas (Tasillas)   | 168. Lathies   |
| 128. Glass Ampules  | 169. Letter Boxes  |
| 129. Glass and Pressed Wares  | 170. Lighting Arresters - upto 22 kv   |
| ✓130. Glue  | 171. Link Clip   |
| 131. Grease Nipples and Grease guns   | 172. Linseed Oil   |
| 132. Gun cases  | 173. Lint Plain  |
| 133. Gun Metal Bushes   | 174. Lockers   |
| 134. Guntape  | 175. Lubricators   |
| 135. Hand drawn carts of all types  | 176. L.T. Porcelain KITKAT and Fuse Grips  |
| 136. Hand gloves of all types   | 177. Machine Screws  |
| 137. Hand Lamps Railways  | 178. Magnesium Sulphate  |
| 138. Hand numbering machine   | 179. Mallet Wooden   |
|   | 180. Manhole covers  |
|   | 181. Measuring Tapes and Sticks  |

182. Metal clad switches (upto 30 Amps)
183. Metal Polish
184. Metallic containers and drums other than N.E.C.  
(Not elsewhere classified)
185. Metric weights
186. Microscope for normal medical use
187. Miniature bulbs (for torches only)
188. M.S. Tie Bars
189. Nail Cutters
190. Naphthalene Balls
191. Newar
192. Nickel Sulphate
193. Nylon Stocking
194. Nylon Tapes and Laces
195. Oil Bound Distemper
196. Oil Stoves (Wick stoves only)
197. Pad locks of all types
198. Paint remover
199. Palma Rosa Oil
200. Palmgur
201. Pans Lavatory Flush
202. Paper conversion products- paper bags, envelops,  
Ice-cream cup, paper cup and saucers and paper  
Plates
203. Paper Tapes (Gummed)
204. Pappads
205. Pickles and Chutney
206. Piles fabric
207. Pillows
208. Plaster of Paris
209. Plastic Blow Moulded Containers upto 20 litre  
excluding Poly Ethylene Terphthalate (PET)  
Containers
210. Plastic cane
211. Playing Cards
212. Plugs and Sockets electric upto 15 Amp
213. Polythene bags
214. Polythene Pipes
215. Post Picket (Wooden)
216. Postal Lead seals
217. Potassium Nitrate
218. Pouches
219. Pressure Die Casting upto 0.75 kg
220. Privy Pans
221. Pulley Wire
222. PVC footwears
223. PVC pipes upto 110 mm
224. PVC Insulated Aluminium Cables (upto 120 sq. mm)  
(ISS:694)
225. Quilts, Razais
226. Rags
227. Railway Carriage light fittings
228. Rakes Ballast
229. Razors
230. RCC Pipes upto 1200 mm. dia
231. RCC Poles Prestressed
232. Rivets of all types
233. Rolling Shutters
234. Roof light Fittings
235. Rubber Balloons
236. Rubber Cord
237. Rubber Hoses (Unbranded)
238. Rubber Tubing (Excluding braided tubing)
239. Rubberised Garments Cap and Caps etc
240. Rust/Scale Removing composition
241. Safe meat and milk
242. Safety matches
243. Safety Pins (and other similar products like paper  
pins, staples pins etc.)
244. Sanitary Plumbing fittings
- ✓245. Sanitary Towels
246. Scientific Laboratory glass wares (Barring  
sophisticated items)
247. Scissors cutting (ordinary)
248. Screws of all types including High Tensile
249. Sheep skin all types
250. Shellac
251. Shoe laces
252. Shovels
253. Sign Boards painted
254. Silk ribbon
255. Silk Webbing
256. Skiboots and shoes
257. Sluice Valves
258. Snapfastner (Excluding 4 pcs. ones)
259. Soap Carbolic
260. Soap Curd
261. Soap Liquid
262. Soap Soft
263. Soap washing or laundry soap
264. Soap Yellow
265. Socket/pipes

[Part II - Part 3 (H)]

पदों का उल्लेख : अनुसूची

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| 266. Sodium Nitrate   | 307. Transistor Radio upto 3 band                             |
| 267. Sodium Silicate  | 308. Transistorised Insulation - Testers                      |
| 268. Safe leather   | 309. Trays  |
| 269. Spectacle frames   | 310. Trays for postal use                                     |
| 270. Spiked boot  | 311. Trolley  |
| 271. Sports shoes made out of leather (for all Sports games)                    | 312. Trolleys - drinking water                                |
| 272. Squirrel Cage Induction Motors upto and including 100 KW 440 volts 3 phase | 313. Tubular Poles  |
| 273. Stapling machine   | 314. Tyres and Tubes (Cycles)                                 |
| 274. Steel Almirah  | 315. Umbrellas  |
| 275. Steel bedsstead  | 316. Utensils all types                                       |
| 276. Steel Chair  | 317. Valves Metallic  |
| 277. Steel desks  | 318. Varnish Black Japan                                      |
| 278. Steel racks/shelf  | 319. Voltage Stabilisers including C.V.T's                    |
| 279. Steel stools   | 320. Washers all types  |
| 280. Steel trunks   | 321. Water Proof Covers                                       |
| 281. Steel wool   | 322. Water Proof paper  |
| 282. Steel and aluminium windows and ventilators                                | 323. Water tanks upto 15,000 litres capacity                  |
| 283. Stockinet  | 324. Wax sealing  |
| 284. Stone and stone quarry rollers   | 325. Waxed paper  |
| 285. Stoneware jars   | 326. Weighing Scale   |
| 286. Stranded Wire  | 327. Welded Wiremesh  |
| 287. Street light fittings  | 328. Wheel barrows  |
| 288. Student Microscope   | 329. Whistle ✓✓   |
| 289. Studs (excluding high tensile)   | 330. Wicks cotton   |
| 290. Surgical Gloves (Except Plastic)   | 331. Wing Shield Wipers (Arms and Blades only)                |
| 291. Table knives (Excluding Cutlery)   | 332. Wire brushes and Fibre Brushes                           |
| 292. Tack Metallic  | 333. Wire Fencing and Fittings                                |
| 293. Taps   | 334. Wire nails and Horse shoe nails                          |
| 294. Tarpaulins   | 335. Wire nettings of gauze thicker than 100 mesh size        |
| 295. Teak fabricated round blocks   | 336. Wood Wool  |
| 296. Tent Poles   | 337. Wooden ammunition boxes                                  |
| 297. Tentage Civil/Military and Salitah Jute for Tentage                        | 338. Wooden Boards  |
| 298. Textiles manufactures other than N.E.C. (not elsewhere classified)         | 339. Wooden Box for Stamps                                    |
| 299. Tiles  | 340. Wooden Boxes and Cases N.E.C. (Not elsewhere classified) |
| 300. Tin Boxes for postage stamp  | 341. Wooden Chairs  |
| 301. Tin can unprinted upto 4 gallons capacity (other than can O.T.S.)          | 342. Wooden Flush Door Shutters                               |
| 302. Tin Mess   | 343. Wooden packing cases all sizes                           |
| 303. Tip Boots  | 344. Wooden pins  |
| 304. Toggle Switches  | 345. Wooden plugs   |
| 305. Toilet Rolls   | 346. Wooden shelves   |
| 306. Transformer type welding sets conforming to IS:1291/75 (upto 600 amps)     | 347. Wooden veneers   |
|   | 348. Woollen hosiery  |
|   | 349. Zinc Sulphate  |
|   | 350. Zip Fasteners  |



HANDICRAFT ITEMS				
Sl.No.	Item Description	Source of Supply		
351	Cane furniture	North Eastern	354. Wooden paper weight, racks etc.	-do-
	Handlooms	Handicrafts and Development Corporation	355. Glass covers made and grass jute of wood	-do-
		Assam Govt. Marketing Corpn. Craft Society of Manipur Nagaland Handicrafts and Handlooms Development Corpn.	356. Jute furniture	West Bengal Handicrafts Dev. Corpn. Jute Mfg. Development Corporation Orissa State Handicrafts Dev. Corpn.
352.	Bamboo file tray, Baskets, Pencil stand, side racks etc.	-do-	357. Jute bags, file cover	-do-
353.	Artistic Wooden Furniture	Rajasthan Small Industries Corpn., U.P. Export Corporation.	358. Woolen and silk carpets	U.P. Export Corporation JandK Sale and Export Corporation