

**CONDITIONS FOR MICRO & SMALL ENTERPRISES (MSEs)  
IN TENDER DOCUMENTS OF NEEPCO**

- I. The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (**Annexure-A**) given in Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:
- District Industries Centers
  - Khadi and Village Industries Commission
  - Khadi and Village Industries Board
  - Coir Board
  - National Small Industries Corporation (NSIC)
  - Directorate of Handicrafts and Handloom
  - MSEs registered under Udyam Registration (UR) portal
  - Any other Body specified by Ministry of Micro, Small and Medium Enterprises.
- II. The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
- III. The MSEs bidder/ entrepreneurs claiming to belong to Scheduled Caste (SC) or Scheduled Tribe (ST) category, shall furnish necessary SC/ST certificate issued by Competent Authority in support of their cast/tribe in addition to certificate of registration with any one of the agencies mentioned above at serial B(I). MSE owned by SC/ST shall satisfy any of the following :
- In case of proprietary MSE, proprietor(s) shall be SC /ST.
  - In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
  - In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- IV. **MSEs bidders are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).**

**The Startups bidders are exempted from payment of Earnest Money Deposit (EMD).**

The definition of “Startups” is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion) dated 17<sup>th</sup> February 2016 and all other subsequent directives/guidelines /amendments thereof. The Startup Enterprises shall submit startup India recognition certificate issued by Department for Promotion of Industry and Internal Trade (DPIIT) of Ministry of Commerce and Industry, Government of India. For further detail on the Startups, website <http://startupindia.gov.in> may be visited.

**V. PRICE PREFERENCE TO MICRO AND SMALL ENTERPRISES:**

Complying with the Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018, the following provisions shall prevail for award of 25 % of the total quantity of the tender to the participating Micro and Small Enterprises subject to meeting terms and conditions stated in the bid document including but not limiting to Qualification criteria.

- Where the tendered quantity can be split, MSEs quoting a price within a price band of L1 + 15 %age shall be allowed to supply up to 25 percent of total tendered quantity at L1 price provided they accept L1 price.
- In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity at L1 price provided their quoted price is within a price band of L1 + 15 %age.
- In case of more than one such MSEs are in the price band of L1 + 15%age, who are willing to execute the work at L1 price, the work may be shared proportionately.
- Out of the 25 (twenty five) percent target for MSEs, 4(four) percent shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs and

3(three) percent from MSEs owned by women within the 25% target. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, the said 4 (four) percent & 3 (three) percent sub-target so earmarked shall be met from other MSEs.

#### **VI. CONTRACTORS's OBLIGATION FOR MANDATORY PROCUREMENT FROM MICRO AND SMALL ENTERPRISES:**

Public Procurement Policy for Micro and Small Enterprises (MSEs)-2012 has reserved 358 items (items as listed in the Public Procurement Policy for MSEs Order dated 23.03.2012, enclosed at **Annexure- B**) to be procured exclusively from MSEs. Accordingly, the bidder/ bidders to whom this contract shall be awarded shall procure the required items included in the list of 358 items exclusively from MSEs.

The bidder/ bidders to whom the contract shall be awarded shall procure minimum of 25% of the required goods/ services from MSEs including 4% from MSEs owned by SC/ST entrepreneurs and 3% from MSEs owned by women. In the event of failure of such MSEs owned by SC/ST entrepreneurs and women, 4% & 3% sub-target for procurement from MSEs owned by SC/ST entrepreneurs & women shall be met from other MSEs.

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

#### **VII. Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria:**

##### **(a) Relaxation of Norms for Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria:**

In line with Policy Circular No. 1(2) (1)/2016-MA Dated 10<sup>th</sup> March, 2016 of the Ministry of Micro, Small & Medium Enterprises on "Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience and Prior Turnover Criteria", the Criteria of Prior Turnover and Prior Experience are relaxed for MSEs, subject to meeting of quality and technical specifications.

However, in case of circumstances like procurement of items related to public safety, health, critical security operations and equipments etc., where purchaser may prefer the vendors to have prior experience rather than giving orders to new entities, for such procurements, wherever adequate justification exists, the purchaser may not relax the criteria of prior experience/ turnover for the MSEs.

The MSE bidders shall be offered relaxation from Prior Experience Criteria, provided the bidder submits document such as MSE registration certificate to prove bidder's registration in trade similar to the tendered job.

Similarly, MSE bidders shall be offered relaxation from Prior Turnover Criteria, provided the bidder submits document such as MSE registration certificate.

##### **(b) Relaxation of Norms for Startups on Prior Experience - Prior Turnover Criteria:**

In line with DPE O.M. No. DPE/7(4)/2007-Fin Dated 08-11-2016 on "Relaxation of Norms for Startups Medium Enterprises in Public Procurement Regarding Prior Experience - Prior Turnover criteria" and as per Section 2.1(5) of "Action Plan for Startup India" announced by the Government of India in Jan 2016, the Criteria of Prior Turnover and Prior Experience are exempted for the Startups, subject to meeting of quality and technical specifications.

However, in case of circumstances like procurement of items related to public safety, health, critical security operations and equipments etc., where purchaser may prefer the vendors to have prior experience rather than giving orders to new entities, for such procurements, wherever adequate justification exists, the purchaser may not relax the criteria of prior experience/ turnover for the Startups.

The Startup bidders shall be offered exemption from Prior Experience Criteria, provided the bidder submits document such as Startup recognition certificate to prove bidder's recognition in trade similar to the tendered job.

Similarly, Startup bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as Startup recognition certificate.

The definition of “Startups” is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion) dated 17<sup>th</sup> February 2016 and all other subsequent directives/guidelines /amendments thereof. The Startup Enterprises shall submit startup India recognition certificate issued by Department for Promotion of Industry and Internal Trade (DPIIT) of Ministry of Commerce and Industry, Government of India in order to be considered for relaxation in prior experience and prior turn over.

The Bidders participating as **Startups** shall submit an undertaking in the prescribed format (**Annexure-C**) given in bid document regarding applicability of startups under “Startup India” initiative.

#### **VIII. TRADE RECEIVABLE DISCOUNTING SYSTEM (TReDS):**

It may be noted that Government of India has implemented Trade Receivable Discounting System (TReDS) to address the challenges faced by MSMEs in delayed payments (after receipt/acceptance of material/services) from corporate and other buyers, including Government Departments and Public Sector Undertakings (PSUs) leading to shortfall of working capital.

TReDS is an online electronic institutional mechanism/ platform for facilitating the financing of trade receivables of MSMEs from corporate and other buyers, including Government Departments and Public Sector Undertakings (PSUs), through multiple financiers. NEEPCO has registered on the following TReDS platform:

- a) “Invoicemart” of ‘A. TReDS Ltd.’, Mumbai  
MSME vendors can avail the TReDS facility, if they want to by registering on the above mentioned TReDS platform, for which MSEM vendors can contact at the following address of “Invoicemart”:

Shri Mithilesh Jha, Email: [mithilesh.jha@invoicemart.com](mailto:mithilesh.jha@invoicemart.com), Ph: +91 9836953636.

- IX.** The bidders participating as Micro & Small Enterprises (MSE) shall declare Udyam Registration (UR) Number on Central Public Procurement Portal (CPPP), failing which such bidders shall be treated as non-MSE bidders and shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order, 2012 issued by Ministry of Micro, Small & Medium Enterprises, for tenders invited electronically through CPPP.

**UNDERTAKING FOR BIDDERS WHO ARE REGISTERED AS MICRO/ SMALL ENTERPRISE**

(This undertaking may be included in relevant section/part of Tender Document)

1. I /We confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following Category:

i) [ ] – **Micro Enterprises**

ii) [ ] – **Small Enterprises**

Please tick in the appropriate option box [ ] and attach relevant documents/certificate issued by any of the Authority mentioned below as evidence to their applicability of Micro and Small Enterprises:

- District Industries Centers (DICs)
- Khadi & Village Industries Commission (KVIC)
- Khadi & Village Industries Board (KVIB)
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- MSEs registered under Udyam Registration (UR) portal
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

2. I/ We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Dated \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

**List of Items Reserved for Purchase from Micro and Small Enterprises:****Sl. No. Item Description**

1. AAC/& ACSR Conductor upto 19 strands
2. Agricultural Implements
  - a. Hand Operated tools & implements
  - b. Animal driven implements
3. Air/Room Coolers
4. Aluminium builder's hardware
5. Ambulance stretcher
6. Ammeters/ohm meter/Volt meter (Electro magnetic upto Class I accuracy)
7. Anklets Web 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 & jute etc. including kit bags, mail bags, sleeping bags & 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 & straps
20. Bench Vices
21. Bituminous Paints
22. Blotting Paper
23. Bolts & Nuts
24. Bolts Sliding
25. Bone Meal
26. Boot Polish
27. Boots & 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 & measuring)
42. Canvas Products :
  - a. Water Proof Deliver, Bags to spec. No. IS - 1422/70
  - b. Bonnet Covers & Radiators Muff. to spec. Drg. Lv 7/NSN/IA/130295
43. Capes Cotton & Woollen
44. Capes Waterproof
45. Castor Oil
46. Ceiling roses upto 15 amps
47. Centrifugal steel plate blowers
48. Centrifugal Pumps suction & 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 & 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 & 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 & plastic
88. (a) Crucibles upto No. 200  
(b) Crucibles Graphite upto No. 500  
(c) Other Crucibles upto 30 kgs.
89. Cumblies & 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 & convectors and ovens
98. Domestic (House Wiring) P.V.C. Cables and Wires (Aluminium) Conforming to the prescribed BIS Specifications and upto 10.00 mm sq. nominal cross section
99. Drawing & Mathematical Instruments
100. Drums & Barrels
101. Dust Bins
102. Dust Shield leather
103. Dusters Cotton all types except the items required in Khadi
104. Dyes :  
a. Azo Dyes (Direct & Acid)  
b. Basic Dyes
105. Electric Call bells/buzzers/door bells
106. Electric Soldering Iron
107. Electric Transmission Line Hardware items like steel cross bars, cross arms clamps arching horn, brackets, etc
108. Electronic door bell
109. Emergency Light (Rechargeable type)
110. Enamel Wares & Enamel Utensils
111. Equipment camouflage Bamboo support

112. Exhaust Muffler
113. Expanded Metal
114. Eyelets
115. Film Polythene - including wide width film
116. Film spools & cans
117. Fire Extinguishers (wall type)
118. Foot Powder
119. French polish
120. Funnels
121. Fuse Cut outs
122. Fuse Unit
123. Garments (excluding supply from Indian Ordnance Factories)
124. Gas mantels
125. Gauze cloth
126. Gauze surgical all types
127. Ghamellas (Tasllas)
128. Glass Ampules
129. Glass & Pressed Wares
130. Glue
131. Grease Nipples & Grease guns
132. Gun cases
133. Gun Metal Bushes
134. Gumtape
135. Hand drawn carts of all types
136. Hand gloves of all types
137. Hand Lamps Railways
138. Hand numbering machine
139. Hand pounded Rice (polished and unpolished)
140. Hand presses
141. Hand Pump
142. Hand Tools of all types
143. Handles wooden and bamboo (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
144. Harness Leather
145. Hasps & Staples
146. Haver Sacks
147. Helmet Non-Metallic
148. Hide and country leather of all types
149. Hinges
150. Hob nails
151. Holdall
152. Honey



153. Horse and Mule Shoes
154. Hydraulic Jacks below 30 ton capacity
155. Insecticides Dust and Sprayers (Manual only)
156. Invalid wheeled chairs.
157. Invertor domestic type upto 5 kvA
158. Iron (dhobi)
159. Key board wooden
160. Kit Boxes
161. Kodali
162. Lace leather
163. Lamp holders
164. Lamp signal
165. Lanterns Posts & bodies
166. Lanyard
167. Latex foam sponge
168. Lathies
169. Letter Boxes
170. Lighting Arresters - upto 22 kv
171. Link Clip
172. Linseed Oil
173. Lint Plain
174. Lockers
175. Lubricators
176. L.T. Porcelain KITKAT & Fuse Grips
177. Machine Screws
178. Magnesium Sulphate
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, envelopes, Ice-cream cup, paper cup and saucers & paper Plates
203. Paper Tapes (Gummed)
204. Pappads
205. Pickles & 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 & 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 & 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 glasswares (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 & 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
- 266. Sodium Nitrate
- 267. Sodium Silicate
- 268. Sole leather
- 269. Spectacle frames
- 270. Spiked boot
- 271. Sports shoes made out of leather (for all Sports games)
- 272. Squirrel Cage Induction Motors upto and including 100 KW440 volts 3 phase
- 273. Stapling machine
- 274. Steel Almirah
- 275. Steel beds stead
- 276. Steel Chair

- 277. Steel desks
- 278. Steel racks/shelf
- 279. Steel stools
- 280. Steel trunks
- 281. Steel wool
- 282. Steel & aluminium windows and ventilators
- 283. Stockinet
- 284. Stone and stone quarry rollers
- 285. Stoneware jars
- 286. Stranded Wire
- 287. Street light fittings
- 288. Student Microscope
- 289. Studs (excluding high tensile)
- 290. Surgical Gloves (Except Plastic)
- 291. Table knives (Excluding Cutlery)
- 292. Tack Metallic
- 293. Taps
- 294. Tarpaulins
- 295. Teak fabricated round blocks
- 296. Tent Poles
- 297. Tentage Civil/Military & Salitah Jute for Tentage
- 298. Textiles manufacturers other than N.E.C. (not elsewhere classified)
- 299. Tiles
- 300. Tin Boxes for postage stamp
- 301. Tin can unprinted upto 4 gallons capacity (other than can O.T.S.)
- 302. Tin Mess
- 303. Tip Boots
- 304. Toggle Switches
- 305. Toilet Rolls
- 306. Transformer type welding sets conforming to IS:1291/75 (upto 600 amps)
- 307. Transistor Radio upto 3 band
- 308. Transistorised Insulation - Testers
- 309. Trays
- 310. Trays for postal use
- 311. Trolley
- 312. Trollies - drinking water
- 313. Tubular Poles
- 314. Tyres & Tubes (Cycles)
- 315. Umbrellas
- 316. Utensils all types
- 317. Valves Metallic
- 318. Varnish Black Japan

319. Voltage Stabilisers including C.V.T's
320. Washers all types
321. Water Proof Covers
322. Water Proof paper
323. Water tanks upto 15,000 litres capacity
324. Wax sealing
325. Waxed paper
326. Weighing Scale
327. Welded Wiremesh
328. Wheel barrows
329. Whistle
330. Wicks cotton
331. Wing Shield Wipers (Arms & Blades only)
332. Wire brushes and Fibre Brushes
333. Wire Fencing & Fittings
334. Wire nails and Horse shoe nails
335. Wire nettings of gauze thicker than 100 mesh size
336. Wood Wool
337. Wooden ammunition boxes
338. Wooden Boards
339. Wooden Box for Stamps
340. Wooden Boxes and Cases N.E.C. (Not elsewhere classified)
341. Wooden Chairs
342. Wooden Flush Door Shutters
343. Wooden packing cases all sizes
344. Wooden pins
345. Wooden plugs
346. Wooden shelves
347. Wooden veneers
348. Woollen hosiery
349. Zinc Sulphate
350. Zip Fasteners

List of Items Reserved for Purchase from Handicrafts Sector

| S. No. | Item Description | Source of Supply                                                                                                                                                                             |
|--------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 351.   | Cane Furniture   | North Eastern Handicrafts &<br>Handlooms Development Corporation<br>Assam Govt. Marketing Corpn. Craft<br>Society of Manipur Nagaland<br>Handicrafts & Handlooms<br>Development Corporation. |

|      |                                                          |                                                                                                                 |
|------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 352. | Bamboo file tray, Baskets, Pencil stand, side racks etc. | -do-                                                                                                            |
| 353. | Artistic Wooden Furniture                                | Rajasthan Small Industries Corpn.,<br>U.P. Export Corporation                                                   |
| 354. | Wooden paper weight, racks etc.                          | - do -                                                                                                          |
| 355. | Glass covers made of wood and Grass jute                 | - do -                                                                                                          |
| 356. | Jute furniture                                           | West Bengal Handicrafts Dev. Corp.<br>Jute mfg. Development Corporation<br>Orissa State Handicrafts Dev. Corpn. |
| 357. | Jute bags, file cover                                    | - do -                                                                                                          |
| 358. | Woolen & silk carpets                                    | U.P. Export Corporation<br>J & K Sale & Export Corporation                                                      |

**DECLARATION/ UNDERTAKING REGARDING APPLICABILITY OF STARTUPS UNDER STARTUP INDIA INITIATIVE**

***(This Declaration/ Undertaking may included in relevant Section/Part of the Bid Document)***

1) I/We confirm that the provisions of Startup India Initiatives are:

☐ Applicable to us and our organization falls under the definition of Startups.

☐ Not applicable to us and our organization does not fall under the definition of Startups.

*Please (tick) the appropriate box ☐ and attach documents / certificates, if any.*

2) I/We also undertake to inform the change in this status as aforesaid during the currency of the contract, if any.

Dated \_\_\_\_\_

Signature of Bidder \_\_\_\_\_