

Sub.: Empanelment as an Inspecting Agency for undertaking physical inspection of Micro & Small Enterprises (MSE) and submission of Capacity Assessment Report to NSIC for enlisting them under Single Point Registration Scheme.

Sir,

The National Small Industries Corporation Ltd. (NSIC), a Govt. of India Enterprise, an ISO 9001:2000 certified company, since its inception in 1955, working to fulfil its mission of promoting, aiding and fostering the growth of Micro & Small Industries and Industry related Small Scale Service / Business Enterprises in the country. Over a period of five decades of transition, growth and development, NSIC has proved its strength in the country and abroad by promoting, modernization, up-gradation of technology, quality consciousness, strengthening linkages with large and medium enterprises and enhancing exports, projects and products from small industries.

Presently, NSIC operates through 9 Zonal Offices, 38 Branch Offices, 14 Sub Offices, 10 NSIC Business Development Extension Offices, 5 Technical Service Centres, 3 Extension Centres and 2 Software Technology Parks supported by a team of over 500 professionals spread across the country. To manage its operations in the African countries, NSIC operates from its office located in Johannesburg.

To provide the marketing support to Micro & Small Enterprises (MSE) under the Government Purchase Program, NSIC operates Single Point Registration Scheme wherein MSE registered with NSIC, get preference in Government Purchases. The MSE registered under Single Point Registration Scheme of the NSIC are entitled to get the following benefits/concessions as per the guidelines of Govt. of India, Ministry of MSME:-

- Issue of Tender Sets Free of Cost.
- Exemption from payment of Earnest Money (EMD)
- Waiver of Security Deposit up to the monetary limit for which the unit is registered
- Price Preference up to 15% over the quotation of Large Scale Industry.

Contd. 2/-

The enlistment of Micro & Small Enterprises (MSEs) under Single Point Registration Scheme involves the following steps:-

- (i) Micro & Small Enterprises submits duly filled in Government Purchase Application Form along with required documents (in duplicate) to their nearest Branch Office of NSIC.
- (ii) Branch Office of NSIC scrutinizes the application form and documents. In case, any shortfall in information / documents, it sends communication to unit within three days.
- (iii) Upon completion of the shortfall information / documents by applicant MSE, Branch office of NSIC sends a copy of G.P. Application with documents to the Inspecting Agency which is presently MSME Development Institute (formerly SISI) / NTSC with a request to undertake physical inspection of applicant unit's factory / works and send its Technical Inspection-cum-Capacity Assessment Report to the NSIC Branch Office in respect of items/stores/services for registration.
- (iv) At present, the fee of Inspecting Agency, MSME Development Institute (SISI)/NTSC is Rs. 1000/- per unit per proposal.
- (v) Upon receipt of report from Inspecting Agency, NSIC Branch office further process and issues Govt. Purchase Enlistment Certificate.

In order to provide prompt and better service to the MSE, NSIC intends to empanel Inspecting Agencies so that Micro & Small Enterprises (MSE) approaching NSIC for registration under Single Point Registration Scheme may have options of selecting Inspecting Agency of their choice for the purpose of enlistment. The terms of reference, role of inspecting agency, scope of work, format of inspection report and format for submission of proposal is enclosed for your information and further action at your end. This information is also available on our web site: www.nsic.co.in

You are requested to kindly send your offer for empanelment (including fee per proposal to be charged from the unit) as per format enclosed, mentioning all the relevant details such as (a) past experience in carrying out inspection-cum-capacity assessment of the manufacturing/service industries (in different sectors), (b) Network of offices, (c) availability of professional / technical experts in different disciplines to the undersigned within 15 days of issue of this letter i.e. 31st July 2008.

Thanking you,

Yours faithfully,



(Manoj Lal)

Dy. General Manager

Encl.:

- (i) Terms of reference for empanelment of Inspecting Agency
- (ii) Existing format of Inspection Report
- (iii) Format for submission of professional fee charges.

1/11/18 2022

INSPECTION OFFICERS REPORT
GOVERNMENT OF INDIA
MICRO, SMALL & MEDIUM DEVELOPMENT INSTITUTE/
NSIC TECHNICAL SERVICE CENTRE

SSI Registration No. & Date /

Acknowledgement No. Of Entrepreneur's

Memorandum & date.

Detailed report on Inspection of premises and work

Of Messrs. _____

Date of Inspector's visit to firm:

1. Location of Mfg. Works.
2. Brief description of the factory e.g. area covered, accommodation, departments into which it is divided, laboratory etc.
3. Organisation: Whether registered under Indian Factories Act/ Supervision, Management etc.
4. Foreign Collaboration, if any.
5. Details of stores under manufacture at the time of Inspection.
6. Details of plant and machinery installed in each department.
7. Details and stocks of raw materials held at the time of Inspection also whether imported or indigenous.
8. Standard of workmanship and quality.
9. The details of DGS&D orders of State Govt./Quasi-Govt. bodies handled by the firm so far.
10. Capacity and out turn with the existing plant and machinery of various items manufactured by the firm.
11. Number of Supervisory Staff/Technical Staff and Skilled labor at present employed.
12. a) Arrangement for Quality Control and Testing Facilities available with
b) Details of common Testing Facilities and Quality Control provided in common at Industrial Estate, or in a laboratory etc. to which the manufacturing unit has access.
c) Agreement with any nearby large scale or small-scale unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.
13. Facilities for after sales service.
14. Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, give details thereof.
 - a) Is the firm a Subsidiary or Associate of a large-scale unit or not.
 - b) Whether sizeable portion of the capital is held by any large unit?
 - c) Is there any Inter-locking of capital and loan funds, with one or two large-scale units under the same management?
 - d) Has any loan or advance been under-written by one or more large-scale units or persons possessing large means?

SCOPE OF WORK	PROFESSIONAL FEE PER PROPOSAL (INCLUDING TRAVEL CHARGES AND TAXES (IF ANY))
<p>The Inspection Agency shall carry out the following tasks :</p> <ol style="list-style-type: none"> 1. Physical inspection of the factory/works premises of the applicant Micro & Small Enterprise manufacturing products/rendering service for ascertaining its genuineness 2. The Inspecting Agency submit its Inspection-cum-Capacity report of the unit clearly mentioning the followings :- <ol style="list-style-type: none"> a) Name of the Stores/products/services, specifications of each product/store/services, qualitative and quantitative capacity, which MSE is manufacturing/rendering and/ or capable to manufacture/render and supply to Government Department/PSU. b) The Inspection Agency shall also indicate in their Inspection-cum-Capacity Report the relevant Standards like BIS, BSS and/or the Order No., Drawing No., of the various department like Railways, Defence or specifications of other Government Departments to which the MSE is supplying their products/services and/ or capable to manufacture the said products/stores and /or render services.. c) The Inspection Agency shall also comment on the arrangements for Quality Control & Testing Facilities available with the manufacturing/service enterprise and/ or the standing arrangements made by the MSE with the recognized Testing Laboratories/Institutions or other Small Scale Units (MSE) for getting their products tested/services certified so as to ensure the eligibility of the MSE to execute contracts to specified standards. <p style="text-align: right;">TOTAL</p>	

RECOMMENDATIONS

a) Remarks when not recommended

b) Recommended for registration as a small scale unit and as manufacturers of:

Name of Store	Specification to which stores are manufactured	Qualitative Capacity	Quantitative Capacity P. M.

Countersigned:
Divisional Head:
Director:
Ref. No.:
Station:
Date:

Signature
Inspecting Officer
(with Seal)