



The National Small Industries Corporation Ltd

SPRS INSPECTION REPORT PROFORMA

I. MSEs Assessment Methodology

- The MSEs Assessment is based on the three broad parameters i.e., Physical Location (Company Profile), Financial Capacity and Production Capacity.
- The data regarding company profile and financial capacity of the MSEs are auto-fetched from NSIC Portal of (www.nsicspronline.com) through their registration process _____(Name of Inspecting Agency) validated the quality certificate, test reports and business experience of the MSEs through the documents submitted by the official on behalf of the firm, an undertaking (if required) is obtained by the Inspecting Agency from the applicant MSEs to verify the debarred/blacklisted status of the firm. The production capacity is verified based on the physical inspection and documents submitted by the concerned MSEs.
- The documents are considered to be authentic and complete, based on applicant MSE's Claims and cannot be verified for any misrepresentation, concealment or forgery. The documents such as process flow chart, type of machines, safety measures, transportation etc. provided by the MSEs are validated through a physical assessment and geo-tagged pictures.

- The sole responsibility of the physical inspection is of the inspection agency. The assessment is based on mutual trust between applicant MSEs & (The Inspecting Agency) stands guarantee to the data collected and verified exclusively at the time of assessment however if at a later date, it is found that any MSEs has purposefully submitted documents which were either incorrect, modified, misrepresented in order to gain unlawful benefits, the NSIC/Buying Agency (such as GeM etc.) will be free to take any action as deemed under law.
- In case, of dispute and the physical assessment is inconclusive, an on-site assessment can be conducted to factually check the authenticity of the capability in the presence of the all the concerned jointly such as representative of NSIC, the Inspecting Agency, the Buyer or facilitator.
- The applicant MSEs must go through the particulars proforma (I to X) and share all the relevant documents with the agency prior to their visit.
- The Buyer (If required) will have the access to the Inspection Report of the unit and documents being submitted by the MSEs in support of their Inspection through a link.
- The inspection report is to be submitted to NSIC within 15 Days after their visit.
- It may also be note that the NSIC reserves the rights for any surveillance audit.
- A copy of this MSEs assessment methodology may also be obtained duly sign & stamp as a token of acceptance by the applicant MSEs.

Signature of Prop./Authorized Partner/
Authorized Person by Board Resolution MSEs
(With Seal & Stamp)

Signature of Inspecting
(With Seal & Stamp)

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II. Authentication of MSE Profile

Parameters	Requirements	Responses
Company Description/ Details	Name of the Company/Firm	
	Registered Address	
	Address of Manufacturing Site	
	Primary Contact Number	
	Udyam Registration No.	
	Primary Email ID	
	Additional Contact Number	
	Additional Email ID	
	Constitution	
	Company Identification Number	
	Date of Incorporation of the Company	
	GST Number (Company)	
	PAN of the Company	
	Company debarred/blacklisted by any Govt. organization	
Banking Details	Bank name	
	Account Holder Name	
	Account Number	
	IFSC Code	
Details of Products Registered for MSEs Assessment	Quality Certification	
	Other License Number (If Applicable)	

III. (A) Items for which MSE assessment is requested

S.No	Product/ Category Name	NIC Code	Production Capacity (per month)	Test Reports available with the firm	Status
1.					
2.					
3.					
4.					
5.					
6.					

Desktop Assessment Feedback

The MSE does not have/has a Quality Certificate.

“Test Report” of the products is not available or unavailable.

“Past Work Experience “of the MSE includes or does not include Government and Private organization.

'Territory of Operation' of the MSE is 'Regional Area'. (POs/Invoices Provided or is not provided).

III. (B) (For Service Unit)

S. No	Service Name	NIC Code	Definition of the activity/ Service	Quantitative Capacity/ Services p.m/p.a	Status

Desktop Assessment Feedback

The MSE does not have/has a Quality Certificate.
 "Test Report" of the products is not available or unavailable.
 "Past Work Experience "of the MSE includes or does not include Government and Private organization.
 'Territory of Operation' of the MSE is 'Regional Area'. (POs/Invoices Provided or is not provided).

IV. Details of top three Government & Private Orders (Value wise)received in last three financial years:

A) Government Organization

S. No.	Ordering Govt. Department /Agency	Product Name/Service	Quantity Supplied	Order Value (Rs.)	Work Order/ Completion Letter Number
1					
2					
3					

In case of startup units/DIPT no.

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B) Private Organization

S. No.	Ordering Entity	Item Name	Quantity Supplied	Order Value (Rs.)	Work Order/ Completion Letter Number
1					
2					
3					

V. Financial Capacity of the Vendor

Financial capacity: The annual turnover of the firm with profit/loss statement last three years is as per Annexure "C" submitted by the MSEs (copy enclosed.)

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VI. Capacity of the MSE

Parameters		Requirements	Response
1	Basic Information	Number of production sites	
2	Process Capacity	Generic 'Process Flow Chart' availability	
		Availability of 'Specific Process Flow Diagram' of the products manufactured by the firm	
3	Production Capacity	List of all the machines/software involved in the manufacturing process	
		Firm's monthly manufacturing capacity	
		Utilization of the capacity against the manufacturing capacity	
		Customization according to customer specifications	
4	Quality	Availability of 'Quality Assurance Plan' document	
		Availability of 'Part-Wise Inspection Plan'	
5	Territory of Operations	Territory of Operations	
		Availability of SOP for defect free delivery of products	
6	Safety	Availability of 'Safety Standard and Operating Procedures' manual	
7	Suppliers	List of the approved suppliers along with quantity supplied Availability of document for performance monitoring of suppliers	
8	Component		
9	Raw Material	List of the approved suppliers along with quantity supplied Availability of document for performance monitoring of suppliers	
10	Rejected Material	Process of handling rejected material	

11	Consumer Grievance	Availability of consumer complaint process Time taken for resolution of complaints (indays)	
12	Warranty	Availability of warranty,' guarantee or recalling to the product Obligation for raw material, product development design, product quality, product lifetime and product sustainability in the warranty provided by the firm	
13	Research and Development	Availability of in-house company R&D center Availability of R&O center of the parent company Recognized or approved R&D center Collaboration with premium R&D institutes for product development/new product/quality improvement Patents/Copy Rights/ published/filed for new products/quality improvement Prototypes Developed	

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VII. Video Assessment – A video (of duration upto 2 minutes) may be uploaded covering the following parameters.

Parameters	Information	Captured in the Video (Yes or No)
Physical Location	Physical location verified with the address proof provided in the Desktop Assessment	
Basic Information	Name of the official taking part in the assessment	
	Designation of the official taking part in the assessment	
Process Capability	Process flow for production followed by the firm	
Production Capacity	Machines available for production	
Quality	Quality Assurance Plan' being followed by the firm	
Suppliers	Key aspects for selecting suppliers	
Territory of Operation	Availability of transport facility	
Safety	Presence of Safety Signs	
	Availability of 'Safety Equipment'	
Research And Development	Availability of R&D facility	
	Products/Processes available for which patents have been obtained	
	Availability of developed prototypes	

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VIII. Indicative Photographic Evidence



Physical Location : Outside of the Firm



Physical Location : Inside of the Firm



Critical Machines for Production



Manufacturing Process

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IX. PHYSICAL Assessment Feedback

- 1) Based on the interview with Mr..... **(OWNER/AUTHORISED REPRESENTATIVE)** along with the live Video, pictorial evidence, and geo-tag verification is found to be an OEM/Not found to be an OEM.

- 2) The following raw materials such are utilized during the manufacturing process. Machines such as following are used during the manufacturing process.

- 3) The scope of manufacturing involves the following process.

- 4) Quality assurance for the product is done by analyzing the following.

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X. RECOMMENDATION

a) Remarks when not recommended

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b) RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE AS MANUFACTURERS OF FOLLOWING:

S. No	Name of Stores/products /items	NIC	Specification	Qualitative Capacity	Quantitative Capacity p.m./p.a.	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

OR

RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE SERVICES FOR THE FOLLOWING:

S. No.	Name of the Services/Activities	NIC	Definition of Activity/ Service	Quantitative Capacity/services p.m./p.a.	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

OR

FOR MANUFACTURING & SERVICE UNITS

A. FOR MANUFACTURING UNITS						
S. No	Name of the stores/product /items	NIC	Specifications	Qualitative Capacity	Quantitative Capacity p.m./p.a.	Remarks Whether OEM or not
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

B. FOR SERVICE INDUSTRY				
S. No	Name of Service/Activity	NIC	Definition of the activity/service	Quantitative Capacity/services p.m.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Note 1: The Inspecting Agency certify OR does not certify that the assessment is in line with **(Under Rule 144 xi, as per the latest amendment of General Financial Rules (GFRs), Land Border Agreement of Govt. of India).**

(Note 2: Based on the inputs provided by the MSE as mentioned in VI the above MSE is an original equipment manufacturer (OEM) OR not an original equipment manufacturer (OEM).

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

Signature Inspecting Office
(With Seal & Stamp)

XI. SPRS INSPECTION PROFORMA

Check List

<u>S.No</u>	<u>Particular</u>	<u>Yes /No</u>
1.	Details of Udyam : _____	
2.	Date of Inspector's visit to firm: _____	
3.	Detailed report on Inspection of Premises and Work of M/s.	
4.	Location of Manufacturing Works/Services.	
5.	*Authentication of MSE Profile.	
6.	Details of Plant & Machinery/Equipment & Tools installed in each department.	
7.	Details of stores under Manufacture or service rendered at the time of Inspection.	
8.	Capacity of the MSE	
9.	Video Assessment.	
10.	Financial Capacity.	
11.	Details and stocks of raw materials held at the time of Inspection also whether Imported or indigenous. (Annexure "B" Sl. No.6 compliance of Scope of Work)	
12.	Number of Supervisory Staff/Technical Staff and skilled labor at present employed.	
13.	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 unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.	
*Mandatory requirement for enlistment on GeM Portal as Original Equipment Manufacturer (OEM).		
14.	Location of Mfg. Works/services.	
15.	Number of production sites.	
16.	Brief description of the factory e.g. area covered, accommodation, departments into which it is divided, laboratory etc.	
17.	Foreign Collaboration, if any.	
18.	Details of stores under manufacture or service rendered at the time of Inspection.	
19.	Details of plant and machinery /equipment & tools installed in each department.	
20.	Details and stocks of raw materials held at the time of Inspection also whether imported or indigenous. <u>(Under Rule 144 xi, as per the latest amendment of General Financial Rules (GFRs), 2017).</u>	
21.	Standard of workmanship and quality.	
22.	Territory of operations (Domestic/Export/Both).	

23.	Availability of process flow chart of the products manufactured by the firm.	
24.	The details of Central/State Govt. /Quasi-Govt./Pvt. bodies orders handled by the firm so far.	
25.	The details of company debarred/blacklisted by any Govt. organization so far.	
26.	Does the unit comply with restrictions under Rule 144 xi (as per the latest amendment) of General Financial Rules (GFRs), 2017?	
27.	Capacity and out turn with the existing plant and machinery of various items manufactured by the firm.	
28.	Number of Supervisory Staff/Technical Staff and Skilled labor at present employed.	
29.	Arrangement for Quality Control, Testing Facilities & Safety Standards available- a) 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. (Y/N)	
	b) 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.(Y/N)	
	c) Availability and implemented ISO 9001, ISO 14001 etc. (Y/N)	
	d) Availability of quality assurance plan (QAP), drawings of products if any. (Y/N)	
	e) Availability of R&D Department for product development as per customer specifications if any.	
	f) Availability of Trademark /Product registration certificates if any.	
	g) Availability of ISO 9001 /ISO 14001 / ISO 45001 certifications if any.	
30.	Facilities for after sales service.	
31.	Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, 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?	
32.	List of products/services applied for NSIC under single point registration –	
33.	Balance sheet / CA certificates copy for the last 3 years – Balance sheet details and audit reports, ITR etc.	