

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

APPLICATION FOR ENLISTMENT FOR PARTICIPATION IN THE GOVERNMENT PURCHASE PROGRAMME

GUIDELINES

1. **Eligibility**

Micro & Small Enterprises (MSEs) having Udyog Adhaar Memorandum (UAM) / (EM Part-II optional) and made entry in MSME Data Bank, who own workshop of their own or on lease basis and have the commercial and technical competence to produce stores/provide services for supply to the Govt. departments such Railways, Defence, Central/State Govt. Departments and Central/State Govt. Public Sector Undertakings etc. conforming to BIS or such standards as required by the Government buying agencies are eligible for registration under the Single Point Registration Scheme (SPRS).

2. **Application Form and Registration:**

Micro & Small Enterprises shall have to apply on the prescribed application form in Duplicate which are available Free of Cost from all Zonal/Branch/NTSC offices of the NSIC. The application forms duly filled in (in duplicate) with all the documents are to be submitted to the concerned Zonal/Branch/NTSC Office of NSIC located nearest to the Unit, addresses of NSIC Zonal/Branch/NTSC offices and application form are available on our website www.nsic.co.in. MSE may also apply for registration under SPRS online at www.nsicsonline.com.

3. **Registration Fee**

The registration Fee is based on the Turnover as per latest audited Balance Sheet of the Micro & Small Enterprise for the Registration, Renewal and any other amendment etc. Detailed fee structure is available at the following link:-

[LINK](#)

NOTES:

- (i) Replies to all the columns of the application should be specified and unambiguous. The use of word not applicable (NA) should be avoided.
- (ii) Wherever space is less please give information in a separate sheet in the form of annexure duly signed by the authorized person with seal.
- (iii) Copies of documents should be self-attested and affidavits are required to be certified by 1st class Magistrate or Notary Public except documents referred to in Check List for which certification from Authorized Directors / Proprietor/Partner/Director/Karta is acceptable.
- (iv) In case of difficulty for filling the application form please consult any office of the NSIC/NTSC/MSME-DI or visit our website www.nsic.co.in OR www.nsicsonline.com.
- (v) NSIC reserves the right to cancel the Registration without notice for failure to perform contract satisfactory and in accordance with contractual obligation.
- (vi) Complete details about the precise specifications of individual items for which registration has been sought must be indicated. If BIS or any other standards are available for any items the same should be indicated. For other items, unit should indicate the Drawing/Specifications of the Govt. Departments to which they have supplied or intend to supply. If the items manufactured conform to their own specifications/brand/model etc. same should be clearly stipulated. Copies of supply orders received from Govt. Department be attached. Firms should ensure that they have necessary Testing Facilities at their premises for:
 - a. Routine tests and preferably for acceptance tests too &
 - b. To maintain quality control they are periodically getting the type tests from any Govt. approved test house/laboratory. Copies of such test reports should be attached. They should thus indicate clearly the followings:-
 - c. The facilities available with them for routine tests.
 - d. The facilities available with them for acceptance tests and if such facilities are not available at their premises, the arrangement made & being utilized by them for such tests.

- e. Whether they have got their products tested for type tests from any Govt. approved laboratory/ test house. If so, to attach copies of such test report.
- f. Whether they have obtained and executed orders of any other Govt. departments and if so, to give details thereof.

4. **Signing of Application form:**

- (a) Proprietorship concern Proprietor to Sign
- (b) Partnership firm To be signed by all the partners or by any one of the partners who hold a General Power of Attorney for signing the application form for registration with NSIC under Single Point Registration Scheme and for binding the firm for all contractual obligations including references of cases to arbitration
- (c) Limited Liability Partnership (LLP) General Power of Attorney in favour of one of the designated partner.
- (d) Limited companies To be signed by Managing Director of company or any one of the Directors who has been authorized by the board for signing the application form for registration scheme and for binding the company for all contractual obligation including references of cases to arbitration