

GOVERNMENT PROCUREMENT & PUBLIC TENDER – MICRO, SMALL AND MEDIUM ENTERPRISE COMPLIANCE CHECKLIST

Applicable Legal Framework: Section 11 of the Micro, Small and Medium Enterprises Development Act, 2006 read with the Public Procurement Policy for Micro and Small Enterprises Order, 2012, as amended, along with applicable tender conditions and procurement rules.

1. DETERMINE MICRO, SMALL AND MEDIUM ENTERPRISE ELIGIBILITY & REGISTRATION

- The enterprise should have a valid Udyam Registration.
- The enterprise should fall within the applicable Micro or Small Enterprise category for claiming procurement benefits.
- Permanent Account Number, Goods and Services Tax Identification Number, enterprise name and constitution should correspond with Udyam records.
- The goods or services offered should fall within the scope of the tender.
- The enterprise should satisfy the prescribed technical, financial and experience requirements, subject to applicable Micro and Small Enterprise relaxations.
- Required licences, registrations and certifications should be available.
- The enterprise should not be subject to any applicable debarment or blacklisting condition.

2. IDENTIFY MICRO AND SMALL ENTERPRISE PROCUREMENT BENEFITS

- Micro and Small Enterprise purchase preference should be considered where applicable.
- Eligible registered Micro and Small Enterprises may avail exemption from payment of Earnest Money Deposit, subject to applicable conditions.
- Tender documents may be provided free of cost to eligible Micro and Small Enterprises, subject to the applicable policy and tender conditions.
- Relaxation in prior experience and turnover requirements may be available where specifically permitted.
- Eligible Scheduled Caste/Scheduled Tribe-owned Micro and Small Enterprises should be considered for the applicable procurement sub-target.
- Eligible women-owned Micro and Small Enterprises should be considered for the applicable procurement sub-target.
- Valid Udyam Registration and prescribed supporting evidence should accompany the benefit claim.

3. OBTAIN AND STUDY THE TENDER

- Obtain the complete Notice Inviting Tender, Request for Proposal or Bidding Document.
- Understand eligibility and qualification requirements.

- Understand technical specifications and scope of work or supply.
- Understand Bill of Quantities and Price Schedule.
- Understand evaluation and award methodology.
- Note delivery and completion timelines.
- Note payment terms and conditions.
- Note warranty and Annual Maintenance Contract obligations.
- Note penalty and liquidated damages provisions.
- Incorporate all corrigenda, amendments and clarifications issued before submission.

4. ARRANGE TENDER FEE, EARNEST MONEY DEPOSIT AND SECURITY

- Tender Fee should be paid where applicable.
- Earnest Money Deposit or Bid Security should be furnished where applicable.
- Eligible Micro and Small Enterprises should submit the prescribed documents for Earnest Money Deposit exemption.
- Performance Security should be arranged where required after award.
- Security Deposit should be furnished where applicable.
- Bank Guarantees should be in the prescribed format and validity.
- All security requirements should comply with the particular tender conditions.

5. PREPARE TECHNICAL BID

- Prepare the Technical Compliance Statement against the tender specifications.
- Provide complete product or service specifications.
- Provide required quality standards and certifications.
- Provide Bureau of Indian Standards, International Organization for Standardization or other prescribed certifications, where applicable.
- Provide required test reports and inspection certificates.
- Provide previous work orders and experience certificates.
- Provide Original Equipment Manufacturer or Manufacturer authorisation, where required.
- Provide warranty and after-sales service details.
- Provide installation, commissioning and delivery capability, where applicable.
- Technical declarations should be true, complete and supported by records.

6. PREPARE SUPPORTING DOCUMENTS

- Udyam Registration Certificate.
- Permanent Account Number Card.
- Goods and Services Tax Registration Certificate, where applicable.
- Certificate of Incorporation, Partnership Deed or Limited Liability Partnership Agreement, as applicable.
- Applicable licences and registrations.
- Work Orders and Experience Certificates.
- Completion and Performance Certificates.

- Financial Statements or Turnover Certificate, where required.
- Technical Certificates and Test Reports.
- Original Equipment Manufacturer or Manufacturer Authorisation, where applicable.
- Affidavits, Undertakings and Declarations.
- Non-Blacklisting Declaration, where required.

7. PREPARE FINANCIAL BID

- Complete Bill of Quantities or Price Schedule in the prescribed format.
- Enter correct quantities, units and rates.
- Include applicable Goods and Services Tax and other taxes.
- Consider freight, transportation and delivery costs.
- Consider installation and commissioning costs, where applicable.
- Consider warranty, Annual Maintenance Contract and other contractual costs.
- Calculate the total bid value correctly.
- Comply with the prescribed price format and commercial conditions.

8. SUBMIT THE TENDER

- Maintain active registration on the applicable Government Electronic Procurement or Government e-Marketplace portal.
- Maintain a valid Digital Signature Certificate, where applicable.
- Update authorised signatory and bidder details.
- Upload Technical Bid and supporting documents.
- Upload Udyam Registration and Micro and Small Enterprise documents.
- Upload Earnest Money Deposit or exemption documents.
- Upload Financial Bid or Bill of Quantities in the prescribed manner.
- Complete all mandatory online fields.
- Submit the bid before the prescribed closing date and time.
- Preserve the electronic submission acknowledgement.

9. POST-SUBMISSION PROCESS

- Monitor the applicable tender or Electronic Procurement portal.
- Follow technical bid opening and evaluation.
- Follow financial bid opening and evaluation.
- Respond to clarification requests within the prescribed period.
- Submit additional documents where formally requested and permitted.
- Maintain correspondence with the procuring authority.
- Follow tender award status and final outcome.

10. AWARD AND CONTRACT COMPLIANCE

- Obtain Letter of Award or Work Order.
- Confirm contract value, scope and specifications.
- Execute the agreement where required.
- Furnish Performance Security where applicable.

- Complete delivery or service within prescribed timelines.
- Comply with quality, inspection and acceptance requirements.
- Comply with warranty and Annual Maintenance Contract obligations.
- Maintain delivery, inspection and completion records.
- Comply with penalty, liquidated damages and other contractual provisions.

11. INVOICE AND PAYMENT

- Raise invoices according to the contract.
- Issue Goods and Services Tax-compliant invoices, where applicable.
- Maintain delivery challans and proof of delivery.
- Obtain inspection and acceptance certificates where applicable.
- Submit invoices within the prescribed timeline.
- Track payment due dates.
- Maintain outstanding receivables.
- Follow up on delayed payments.
- Eligible Micro and Small Enterprises should consider the delayed-payment provisions under the Micro, Small and Medium Enterprises Development Act for qualifying supplies and services.

12. MAINTAIN PROCUREMENT RECORDS

- Tender, Notice Inviting Tender, Request for Proposal and all corrigenda.
- Udyam Registration and Micro and Small Enterprise benefit documents.
- Technical Compliance Statement.
- Technical Bid and Financial Bid.
- Earnest Money Deposit and exemption documents.
- Licences, certifications and experience records.
- Declarations and undertakings.
- Submission acknowledgement.
- Tender correspondence and clarification responses.
- Letter of Award, Work Order and contract.
- Performance Security documents.
- Invoices, delivery and acceptance records.
- Payment and receivables records.

13. PERIODIC MICRO, SMALL AND MEDIUM ENTERPRISE PROCUREMENT COMPLIANCE

- Udyam Registration should remain current and accurate.
- Permanent Account Number, Goods and Services Tax and constitution details should remain consistent.
- Licences and certifications should remain valid.
- Financial and turnover records should be maintained up to date.
- Experience and previous work-order records should be maintained.
- Government procurement policy amendments should be monitored.

- Eligibility for Micro and Small Enterprise procurement benefits should be assessed for each applicable tender.
- Previous tender rejection or disqualification reasons should be documented for future compliance.

NOTES:

- The Public Procurement Policy for Micro and Small Enterprises is issued under Section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- The Central Government procurement policy provides an annual procurement target of 25% from Micro and Small Enterprises, including 4% from Micro and Small Enterprises owned by Scheduled Caste/Scheduled Tribe entrepreneurs and 3% from women-owned Micro and Small Enterprises, subject to the applicable policy.
- Eligible Micro and Small Enterprises may receive benefits such as free tender documents and exemption from Earnest Money Deposit, subject to applicable conditions.
- Purchase preference for eligible Micro and Small Enterprises operates subject to the applicable procurement policy and tender conditions and is not an unconditional entitlement to receive every tender award.
- Udyam Registration alone does not guarantee eligibility for every Government tender or procurement benefit.
- The applicable tender document and latest Government procurement policy should be followed where additional or specific conditions are prescribed.
- The checklist primarily applies to procurement covered by the Central Government Public