

**Office of the Controller of Stores  
Chittaranjan Locomotive Works  
Chittaranjan- 713331 (W.B)**

**1.0 Special Conditions applicable for benefit & preferential treatment to Micro and Small Enterprises (MSEs).**

1.1 The Public Procurement Policy on MSE, envisages certain benefits/preferential treatment to Micro and Small Enterprises (MSEs) of their participation in Govt. procurement in reference to the Ministry of Railways' Letter No. 2010/RS(G)/363/1 dtd.05/07/2012 and MSE Gazette Notification No. 503 dtd.23/03/2012 of Govt. of India. In order to avail themselves of such benefits and preferential treatments, the MSEs must be registered with any of the following:

- (i) District Industries Centres
- (ii) Khadi and Village Industries Commission
- (iii) Khadi and Village Industries Board
- (iv) Coir Board
- (v) National Small Industries Corporation
- (vi) Directorate of Handicraft and Handloom
- (vii) Any other body specified by Ministry of MSME.

In pursuance of the Public Procurement Policy on MSE, it has been decided that:

- (i) Tender sets (Bid-Documents) shall be provided free of cost to MSEs registered with the above agencies for the item tendered.
- (ii) MSEs registered with the above agencies for the item tendered will be exempted from payment of Earnest Money.
- (iii) (a) In tenders, participating MSEs quoting a price within price band of L1 + 15% shall be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSEs can be together ordered upto 20% of the total tendered value.

(b) 20% out of this 20% (i.e., overall 4%) of procurement of goods and services will be from MSEs owned by Scheduled casts or Schedules Tribes (SC/ST) entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet tender requirements and L1 price, 4% sub-target of procurement earmarked from MSEs owned by SC/ST entrepreneurs shall be met from other MSEs.

1.3 (i) MSEs who are interested in availing themselves of these benefits will enclose/upload with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSMEs as specified in para (1.1) above, for that item.

(ii) The MSEs must also indicate the terminal validity date of their registration and contact numbers & full address of certified authority.

(iii) Such Micro/Small Enterprises registered vendors must state the sub-category to which they belong and submit documentary proof for the same. The sub-categories:

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- (a) Enterprises owned by Scheduled Castes.
- (b) Enterprises owned by Scheduled Tribes.
- (c) Enterprises owned by other than above two categories.

The enterprises under (a) & (b) means the proprietor in case of single owned firm and all partners in case of partnership firm and all directors in case of private/public limited must belong to SC/ST category.

**Failing (i), (ii) & (iii) above, such offers will not be liable for any consideration of benefits detailed in MSE notification of Government of India dated 23/03/2012. All the relevant documents must be submitted along with other. Post tender submission of these information shall not be considered.**

(iv) Further, firms seeking these considerations shall be completely responsible for the truthness and veracity of their claim for these benefits, even later on. An undertaking of this will be deemed to have been given by the firm once offer has been submitted.

- 1.4 Further, it is directed that such consideration of above is subject to merit & quality compliance & not as a matter of right.

The non-MSE bidders participating in the tender to indicate any procurement and sub contract made from MSE (giving name(s) & address(es)) for the item tendered for statistics & records.

In tender where procurement is to be made from approved vendors of RDSO/CLW or any other agency as mentioned in the tender documents, the above preferential treatment will be given to MSE in the respect of category of vendor approved by RDSO/CLW or any other agencies mentioned in tender document respectively i.e. Part I/Part-II/SID/unapproved.

**Controller of Stores  
CLW/Chittaranjan**