

CHANDIGARH ADMINISTRATION  
DEPARTMENT OF INDUSTRIES

No. 219-GOI-(Part-I)-HII(3)-2015/ 19570 Dated, Chandigarh the 16/9/2015

## ORDER

## (I) Chandigarh Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2015

Whereas, the Secretariat, Departments, Boards, Corporations, Societies, Institutions, Public Sector Undertakings in Union Territory of Chandigarh shall procure minimum of 20 per cent of their annual value of goods or services from Micro and Small Enterprises;

(2) And whereas, the Public Procurement Policy shall apply to Micro and Small Enterprises registered with District Industries Center or Khadi and Village Industries Board or any other body specified by Ministry of Micro, Small & Medium Enterprises;

(3) And whereas, the Public Procurement policy rests upon core principles of competitiveness, adhering to sound procurement practices and execution of order for supply of goods or services in accordance with a system which is fair, equitable, transparent, competitive and cost effective;

(4) And whereas, for facilitating promotion and development of micro and small enterprises, the State Government may, by Order notify from time to time, preference policies in respect of procurement of goods and services, produced and provided by micro and small enterprises, by the Secretariat, Departments or its aided institutions and public sector enterprises in the Union Territory of Chandigarh.

(5) Now, therefore, in exercise of the powers conferred in section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006 the Administrator, UT, Chandigarh, by order, notifies the Public Procurement Policy (hereinafter referred to as the Policy) in respect of procurement of goods and services, produced and provided by micro and small enterprises by the Secretariat, Departments, Boards, Corporations, Societies, Institutions, Public Sector Undertakings in Union Territory of Chandigarh.

## (II) Short title and commencement

(1) This Order is titled as the, 'Chandigarh Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2015'

(2) It shall come into force from the date of its publication in official gazette.

## (III) Mandatory procurement from Micro Small and Enterprises:-

(1) The Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh shall set an annual goal of procurement of products from Micro and Small Enterprise from the financial year 2015-16 and onwards, with the objective of achieving an overall procurement of minimum of 20 per cent of total annual purchases of products produced and services rendered by Micro and Small Enterprises in the year.

(2) Annual goal of Procurement also include sub – contracts to Micro and Small Enterprises by large enterprises and consortia of Micro and Small Enterprises formed by the Industries Department, UT, Chandigarh.

(3) After a period of one year from the date of publication of this order overall procurement goal of minimum of 20 percent shall be made mandatory.

(4) The Secretariat, Departments, Boards, Corporations, Societies, Institutions, Public Sector Undertaking in Union Territory of Chandigarh which fail to meet the

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annual goal shall substantiate with reasons to the Review Committee headed by the Secretary Industries, Chandigarh Administration constituted in Union Territory of Chandigarh under this policy.

**(IV) Special provision for Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes:** - Out of 20 percent target of annual procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i.e. 4 per cent out of 20 per cent) shall be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to Participate in tender process or meet tender requirements and L1 Price, 4 percent sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

**(V) Reporting of targets in Annual Reports:** -

(1) The data on Government Procurement from Micro and Small Enterprises is vital for strengthening the Policy and for this purpose, the Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh shall report goals set with respect to procurement to be met from Micro and Small Enterprises and achievement made thereto in their respective Annual Reports.

(2) The annual reports shall facilitate in better understanding of supports being provided by the Secretariat and other Departments, Boards, Corporations, Societies, Institutions, Public Sector Undertakings in Union Territory of Chandigarh to Micro and Small Enterprises.

**6. Price quotation in tenders:-**

(1) In tender, participating Micro and Small Enterprises quoting price within price band of L1 +15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises and such Micro and Small Enterprises shall be allowed to supply up to 20 per cent of total tendered value

(2) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity)

**(VII) Developing Micro and Small Enterprise vendors:** -- The Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh shall take necessary steps to develop appropriate vendors by organizing Vendor Development Programmes or Buyer -Seller Meets and entering into Rate Contract with Micro and Small Enterprises for a specified period in respects of periodic requirements.

**(VIII) Annual Plan for procurement from Micro and Small Enterprises on website:** - The Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh shall also prepare Annual Procurement Plan for purchases and upload the same on their official website so that Micro and Small Enterprises may get advance information about requirement of procurement agencies.

**(IX) Enhancing participation of Micro and Small Enterprises including those owned by Scheduled Castes or Scheduled Tribe in Government procurements:** --- For enhancing participation of Scheduled Castes or Scheduled Tribe in Government Procurement, the Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh, shall take following steps, namely:-

a) Special Vender Development Programmes or Buyer-Seller Meets shall be conducted by Departments / Public Sector Undertakings for Scheduled Castes or Scheduled Tribes;



- b) Outreach Programmes shall be conducted by District Industries Centre, UT, Chandigarh to cover more and more Micro and Small Enterprises from Scheduled Castes or Scheduled Tribes under its schemes of consortia formation; and
- c) District Industries Centre, UT, Chandigarh shall open a special window for Scheduled Castes or Scheduled Tribes under its Single Point Registration Scheme (SPRS)

(X) **Reduction in transaction cost:** - To reduce transaction cost of doing business. Micro and Small Enterprise shall be facilitated by providing them tender sets free of cost, exempting Micro and Small Enterprises from payment of earnest money, adopting e-procurement to bring in transparency in tendering process and setting up a Grievance Cell in the Department of Industries, Chandigarh Administration.

(XI) **Reservation of specific items for procurement:**-- To enable wider dispersal of enterprises in the country, particularly in rural areas, the Secretariat and every Department, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh shall continue to procure 358 items (Appendix) from Micro and Small Enterprises, which have been reserved for exclusive purchase from them. This will help in promotion and growth of Micro and Small Enterprises, including Khadi and Village industries which play a critical role in fostering inclusive growth in the country

(XII) **Review Committee:** -

(1) A Review Committee under the Chairmanship of Secretary Industries, Chandigarh Administration consisting of the following, shall monitor and review the Public Procurement Policy for Micro and Small Enterprises -

i)✓	Special Secretary Finance or his representative	Member
ii)	Controller Printing & Stationery	Member
iii)	Director, IT	Member
(iii)	CGM/CITCO	Member
(iv)	Director Industries	<u>Member Secretary</u>

(2) This Committee shall inter-alia, review list of 358 items reserved for exclusive purchase from Micro and Small Enterprises on a continuous basis consider requests of the Secretariat, Departments, Board, Corporation, Society, Institution, Public Sector Undertaking in Union Territory of Chandigarh for exemption from 20 percent target on a case to case basis and monitor achievements under the Policy.

(XIII) **Setting up of Grievance Cell**—In addition, a 'Grievance Cell' headed by the Director Industries, UT, Chandigarh, consisting of the following will be set up in the Department of Industries, UT, Chandigarh for redressing grievances of Micro, Small and Medium Enterprise in Government Procurement:-

i.	Project Manager (Mechanical) Distt Industries Centre, UT, Chd.	Member
ii.	Asstt. Controller Finance and Accounts. Distt. Industries Centre, UT, Chd	Member
iii)✓	Superintendent, Distt. Industries Centre, UT, Chd.	Member

This cell shall take up issues related to Government procurement raised by Micro and Small Enterprises with Departments or agencies concerned, including imposition of

unreasonable conditions in tender floated by Government Department or agencies that put Micro and Small Enterprises at a disadvantage.

14. **Removal of difficulty:-** Any difficulties experienced during the course of implementation of the above Policy shall be clarified by the Department of Industries, UT Chandigarh through suitable press releases which be kept on the public domain.

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ANURAG AGARWAL, IAS  
Secretary Industries,  
Chandigarh Administration

Endst. No. 219-GOI-(Part-I)-HII(3)-2015/1957/ Chandigarh, dated, the 16/9/15

A copy is forwarded to the Controller, Printing & Stationery, Union Territory, Chandigarh with the request that the notification may be published in the Chandigarh Administration Gazette (Extra ordinary) and 50 copies thereof may be supplied to this Administration for official use.

*How*  
Joint Secretary Home  
for Home Secretary,  
Chandigarh Administration

Endst. No. 219-GOI-(Part-I)-HII(3)-2015/1957/ Chandigarh, dated, the 16/9/15

A copy is forwarded to the Director Industries, Union Territory, Chandigarh for information and necessary action.

*How*  
Joint Secretary Home  
for Home Secretary,  
Chandigarh Administration

Endst. No. 219-GOI-(Part-I)-HII(3)-2015/1957/ Chandigarh, dated, the 16/9/15

A copy is forwarded to the following for information of the officers:-

1. Private Secretary to the Adviser to the Administrator, U.T., Chandigarh
2. Private Secretary to the Home Secretary, Chandigarh Administration

*How*  
Joint Secretary Home  
for Home Secretary,  
Chandigarh Administration

Endst. No. 219-GOI-(Part-I)-HII(3)-2015/1957/ Chandigarh, dated, the 16/9/15

A copy is forwarded to the All Administrative Secretaries / Head of Departments / Boards / Corporations, Chandigarh Administration for information and necessary action.

*How*  
Joint Secretary Home  
for Home Secretary,  
Chandigarh Administration



**LIST OF ITEMS RESERVED FOR PURCHASE FROM SMALL SCALE  
INDUSTRIAL UNITS INCLUDING HANDICRAFT SECTOR.**

<b>Sl No.</b>	<b>Item Description</b>
1.	AAC/and ACSR Conductor upto 19 strands
2.	Agricultural Implements
	(a) Hand Operated tools and implements
	(b) Animal driven implements
3.	Air/Room Coolers
4.	Aluminum builder's hardware
5.	Ambulance stretcher
6.	Ammeters/ohm meter/Volt meter (Electro magnetic upto Class I accuracy)
7.	Anklets Web Khaki
8.	Augur (Carpenters)
9.	Automobile Head lights Assembly
10.	Badges cloth embroidered and metals
11.	Bags of all types i.e. made of leather, cotton, canvas and jute etc. including kit bags, mail bags, sleeping bags and water-proof bag.
12.	Bandage cloth
13.	Barbed Wire
14.	Basket cane (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
15.	Bath tubs
16.	Battery Charger
17.	Battery Eliminator
18.	Beam Scales (upto 1.5 tons)
19.	Belt leather and straps
20.	Bench Vices
21.	Bituminous Paints
22.	Blotting Paper
23.	Bolts and Nuts
24.	Bolts Sliding
25.	Bone Meal
26.	Boot Polish
27.	Boots and Shoes of all types including canvas shoes
28.	Bowls
29.	Boxes Leather
30.	Boxes made of metal
31.	Braces
32.	Brackets other than those used in Railways
33.	Brass Wire
34.	Brief Cases (other than moulded luggage)

35. Brooms
36. Brushes of all types
37. Buckets of all types
38. Button of all types
39. Candle Wax Carriage
40. Cane Valves/stock valves (for water fittings only)
41. Cans metallic (for milk and measuring)
42. Canvas Products :
  - (a) Water Proof Deliver Bags to spec. No. IS - 1422/70
  - (b) Bonnet Covers and Radiators Muff. to spec. Drg. Lv 7/NSN/IA/130295
43. Capes Cotton and Woollen
44. Capes Waterproof
45. Castor Oil
46. Ceiling roses upto 15 amps
47. Centrifugal steel plate blowers
48. Centrifugal Pumps suction and delivery 150 mm. x 150 mm
49. Chaff Cutter Blade
50. Chains lashing
51. Chappals and sandals
52. Chamois Leather
53. Chokes for light fitting
54. Chrome Tanned leather (Semi-finished Buffalo and Cow)
55. Circlips
56. Claw Bars and Wires
57. Cleaning Powder
58. Clinical Thermometers
59. Cloth Covers
60. Cloth Jaconet
61. Cloth Sponge
62. Coir fibre and Coir yarn
63. Coir mattress cushions and matting
64. Coir Rope hawserlaid
65. Community Radio Receivers
66. Conduit pipes
67. Copper nail
68. Copper Napthenate
69. Copper sulphate
70. Cord Twine Maker
71. Cordage Others
72. Corrugated Paper Board and Boxes
73. Cotton Absorbent
74. Cotton Belts
75. Cotton Carriers
76. Cotton Cases
77. Cotton Cord Twine



78. Cotton Hosiery
79. Cotton Packs
80. Cotton Pouches
81. Cotton Ropes
82. Cotton Singlets
83. Cotton Sling
84. Cotton Straps
85. Cotton tapes and laces
86. Cotton Wool (Non absorbent)
87. Crates Wooden and plastic
88. (a) Crucibles upto No. 200  
(b) Crucibles Graphite upto No. 500  
(c) Other Crucibles upto 30 kgs.
89. Cumblies and blankets
90. Curtains mosquito
91. Cutters
92. Dibutyl phthalate
93. Diesel engines upto 15 H.P
94. Dimethyl Phthalate
95. Disinfectant Fluids
96. Distribution Board upto 15 amps
97. Domestic Electric appliances as per BIS Specifications:-  
- Toaster Electric, Elect. Iron, Hot Plates, Elect. Mixer, Grinders, Room heaters and convectors and ovens
98. Domestic (House Wiring) P.V.C. Cables and Wires (Aluminum) Conforming to the prescribed BIS Specifications and upto 10.00 mm sq. nominal cross section
99. Drawing and Mathematical Instruments
100. Drums and Barrels
101. Dust Bins
102. Dust Shield leather
103. Dusters Cotton all types except the items required in Khadi
104. Dyes :  
(a) Azo Dyes (Direct and Acid)  
(b) Basic Dyes
105. Electric Call bells/buzzers/door bells
106. Electric Soldering Iron
107. Electric Transmission Line Hardware items like steel cross bars, cross arms clamps arching horn, brackets, etc
108. Electronic door bell
109. Emergency Light (Rechargeable type)
110. Enamel Wares and Enamel Utensils
111. Equipment camouflage Bamboo support
112. Exhaust Muffler
113. Expanded Metal
114. Eyelets

115. Film Polythene - including wide width film
116. Film spools and cans
117. Fire Extinguishers (wall type)
118. Foot Powder
119. French polish
120. Funnels
121. Fuse Cut outs
122. Fuse Unit
123. Garments (excluding supply from Indian Ordnance Factories)
124. Gas mantels
125. Gauze cloth
126. Gauze surgical all types
127. Ghamellas (Tasllas)
128. Glass Ampules
129. Glass and Pressed Wares
130. Glue
131. Grease Nipples and Grease guns
132. Gun cases
133. Gun Metal Bushes
134. Guntape
135. Hand drawn carts of all types
136. Hand gloves of all types
137. Hand Lamps Railways
138. Hand numbering machine
139. Hand pounded Rice (polished and unpolished)
140. Hand presses
141. Hand Pump
142. Hand Tools of all types
143. Handles wooden and bamboo (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
144. Harness Leather
145. Hasps and Staples
146. Haver Sacks
147. Helmet Non-Metallic
148. Hide and country leather of all types
149. Hinges
150. Hob nails
151. Holdall
152. Honey
153. Horse and Mule Shoes
154. Hydraulic Jacks below 30 ton capacity
155. Insecticides Dust and Sprayers (Manual only)
156. Invalid wheeled chairs.
157. Invertor domestic type upto 5 KVA
158. Iron (dhobi)
159. Key board wooden



160. Kit Boxes
161. Kodali
162. Lace leather
163. Lamp holders
164. Lamp signal
165. Lanterns Posts and bodies
166. Lanyard
167. Latex foam sponge
168. Lathies
169. Letter Boxes
170. Lighting Arresters - upto 22 kv
171. Link Clip
172. Linseed Oil
173. Lint Plain
174. Lockers
175. Lubricators
176. L.T. Porcelain KITKAT and Fuse Grips
177. Machine Screws
178. Magnesium Sulphate
179. Mallet Wooden
180. Manhole covers
181. Measuring Tapes and Sticks
182. Metal clad switches (upto 30 Amps)
183. Metal Polish
184. Metallic containers and drums other than N.E.C. (Not elsewhere classified)
185. Metric weights
186. Microscope for normal medical use
187. Miniature bulbs (for torches only)
188. M.S. Tie Bars
189. Nail Cutters
190. Naphthalene Balls
191. Newar
192. Nickel Sulphate
193. Nylon Stocking
194. Nylon Tapes and Laces
195. Oil Bound Distemper
196. Oil Stoves (Wick stoves only)
197. Pad locks of all types
198. Paint remover
199. Palma Rosa Oil
200. Palmgur
201. Pans Lavatory Flush
202. Paper conversion products, paper bags, envelopes, Ice-cream cup, paper cup and saucers and paper Plates
203. Paper Tapes (Gummed)

204. Pappads  
205. Pickles and Chutney  
206. Piles fabric  
207. Pillows  
208. Plaster of Paris  
209. Plastic Blow Moulded Containers upto 20 litre excluding Poly  
Ethylene Terphthalate (PET) Containers  
210. Plastic cane  
211. Playing Cards  
212. Plugs and Sockets electric upto 15 Amp  
213. Polythene bags  
214. Polythene Pipes  
215. Post Picket (Wooden)  
216. Postal Lead seals  
217. Potassium Nitrate  
218. Pouches  
219. Pressure Die Casting upto 0.75 kg  
220. Privy Pans  
221. Pulley Wire  
222. PVC footwears  
223. PVC pipes upto 110 mm  
224. PVC Insulated Aluminium Cables (upto 120 sq. mm) (ISS:694)  
225. Quilts, Razais  
226. Rags  
227. Railway Carriage light fittings  
228. Rakes Ballast  
229. Razors  
230. RCC Pipes upto 1200 mm. dia  
231. RCC Poles Prestressed  
232. Rivets of all types  
233. Rolling Shutters  
234. Roof light Fittings  
235. Rubber Balloons  
236. Rubber Cord  
237. Rubber Hoses (Unbranded)  
238. Rubber Tubing (Excluding braided tubing)  
239. Rubberised Garments Cap and Caps etc  
240. Rust/Scale Removing composition  
241. Safe meat and milk  
242. Safety matches  
243. Safety Pins (and other similar products like paper pins, staples pins  
etc.)  
244. Sanitary Plumbing fittings  
245. Sanitary Towels  
246. Scientific Laboratory glass wares (Barring sophisticated items)  
247. Scissors cutting (ordinary)



248. Screws of all types including High Tensile
249. Sheep skin all types
250. Shellac
251. Shoe laces
252. Shovels
253. Sign Boards painted
254. Silk ribbon
255. Silk Webbing
256. Skiboots and shoes
257. Sluice Valves
258. Snapfastner (Excluding 4 pcs. ones)
259. Soap Carbolic
260. Soap Curd
261. Soap Liquid
262. Soap Soft
263. Soap washing or laundry soap
264. Soap Yellow
265. Socket/pipes
266. Sodium Nitrate
267. Sodium Silicate
268. Sole leather
269. Spectacle frames
270. Spiked boot
271. Sports shoes made out of leather (for all Sports games)
272. Squirrel Cage Induction Motors upto and including 100 KW440 volts 3 phase
273. Stapling machine
274. Steel Almirah
275. Steel beds stead
276. Steel Chair
277. Steel desks
278. Steel racks/shelf
279. Steel stools
280. Steel trunks
281. Steel wool
282. Steel and aluminium windows and ventilators
283. Stockinet
284. Stone and stone quarry rollers
285. Stoneware jars
286. Stranded Wire
287. Street light fittings
288. Student Microscope
289. Studs (excluding high tensile)
290. Surgical Gloves (Except Plastic)
291. Table knives (Excluding Cutlery)
292. Tack Metallic

293. Taps
294. Tarpaulins
295. Teak fabricated round blocks
296. Tent Poles
297. Tentage Civil/Military and Salitah Jute for Tentage
298. Textiles manufactures other than N.E.C. (not elsewhere classified)
299. Tiles
300. Tin Boxes for postage stamp
301. Tin can unprinted upto 4 gallons capacity (other than can O.T.S.)
302. Tin Mess
303. Tip Boots
304. Toggle Switches
305. Toilet Rolls
306. Transformer type welding sets conforming to IS:1291/75 (upto 600 amps)
307. Transistor Radio upto 3 band
308. Transistorised Insulation - Testers
309. Trays
310. Trays for postal use
311. Trolley
312. Trolleys - drinking water
313. Tubular Poles
314. Tyres and Tubes (Cycles)
315. Umbrellas
316. Utensils all types
317. Valves Metallic
318. Varnish Black Japan
319. Voltage Stabilisers including C.V.T's
320. Washers all types
321. Water Proof Covers
322. Water Proof paper
323. Water tanks upto 15,000 litres capacity
324. Wax sealing
325. Waxed paper
326. Weighing Scale
327. Welded Wire mash
328. Wheel barrows
329. Whistle
330. Wicks cotton
331. Wing Shield Wipers (Arms and Blades only)
332. Wire brushes and Fibre Brushes
333. Wire Fencing and Fittings
334. Wire nails and Horse shoe nails
335. Wire nettings of gauze thicker than 100 mesh size
336. Wood Wool
337. Wooden ammunition boxes



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338. Wooden Boards  
 339. Wooden Box for Stamps  
 340. Wooden Boxes and Cases N.E.C. (Not elsewhere classified)  
 341. Wooden Chairs  
 342. Wooden Flush Door Shutters  
 343. Wooden packing cases all sizes  
 344. Wooden pins  
 345. Wooden plugs  
 346. Wooden shelves  
 347. Wooden veneers  
 348. Woolen hosiery  
 349. Zinc Sulphate  
 350. Zip Fasteners

### HANDICRAFT ITEMS

<u>Sl.No.</u>	<u>Item Description</u>	<u>Source of Supply</u>
351	Cane furniture Handlooms	North Eastern Handicrafts and Development Corporation Assam Govt. Marketing Corpn. Craft Society of Manipur Nagaland Handicrafts and Handlooms Development Corpn.
352.	Bamboo file tray, Baskets, Pencil stand, side racks etc.	-do-
353.	Artistic Wooden Furniture	Rajasthan Small Industries Corpn., U P Export Corporation
354.	Wooden paper weight, racks etc.	-do-
355.	Glass covers made of wood and grass jute	-do-
356.	Jute furniture	West Bengal Handicrafts Dev. Corpn Jute Mfg. Development Corporation Orissa State Handicrafts Dev. Corpn.
357.	Jute bags, file cover	-do-
358.	Woolen and silk carpets	U.P. Export Corporation J and K Sale and Export Corporation