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PART-IIA

GOVERNMENT OF MEGHALAYA
COMMERCE & INDUSTRIES DEPARTMENT

NOTIFICATION

The 11th February, 2021.

No.IND.37/2019/86. - The Governor of Meghalaya is pleased to notify the "Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020" for general information.

M. R. SYNREM,
Commissioner & Secretary to the Govt. of Meghalaya,
Commerce & Industries Department.

**MEGHALAYA PROCUREMENT PREFERENCE POLICY
FOR MICRO AND SMALL ENTERPRISES, 2020.**

Introduction :

The Government of India has enacted the Micro, Small and Medium Enterprises Development Act, 2006 (MSMED Act, 2006) for facilitating the promotion and development and enhancing the competitiveness of Micro, Small and Medium Enterprises.

Whereas it has become expedient and necessary to encourage growth of enterprises in the State of Meghalaya and promotion, development and enhancement of competitiveness thereof especially for micro and small enterprises.

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

And whereas, for facilitating promotion and development of micro and small enterprises, the State Government, as the case may be, 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 its Departments, State Public Sector Enterprises and its aided Institutions in the State of Meghalaya.

The Governor of Meghalaya, by order, is therefore pleased to notify the Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020 (hereinafter referred to as the Policy) in respect of procurement of goods and services produced and provided by micro and small enterprises, by its Departments, State Public Sector Undertakings and its aided institutions.

1. Short title, extent and commencement :

- (i) The Policy may be called "Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020"
- (ii) The Policy shall come into effect from the date of its notification in the official gazette.
- (iii) It shall extend to the whole State of Meghalaya.

2. Policy period :

The Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020 will remain in operation for a period of ten years from the financial year of its notification or till such time the State Government may deem fit and proper.

3. Legal Frameworks :

The legal framework of the policy is based on the provisions of Section 11 (under Chapter IV) of Micro, Small and Medium Enterprises Development Act, 2006. Section 11 (under Chapter IV) of MSME Development Act, 2006 empowers the State Government to resort to preferential procurement vis-a-vis the principles of the public procurement and Fiscal Responsibility and Budget Management Act and other extant rules/guidelines.

4. Objectives :

- (i) To facilitate growth of micro and small enterprises, to provide opportunity to local entrepreneurial talents and to maximize avenues for employment generation.
- (ii) Increased participation by micro and small enterprises in the State Government Stores Purchase programme.
- (iii) Enhancement of competitiveness amongst the micro and small enterprises through sound, fair and transparent practices.
- (iv) Increased share of supplies of micro and small enterprises to State Government Departments and its aided institutions and State Public Sector Enterprises.
- (v) Development of micro and small enterprises vendor in rural areas and enhancing participations of micro and small enterprises.
- (vi) The Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020 aims at promoting and developing Micro and Small Enterprises (MSEs) of the State by giving preference in purchase of its products and services in comparison with the units located outside the State, without compromising quality, competitiveness and cost effectiveness.

5. Definition :

In this Policy, unless the context otherwise requires :

- (a) "Central Government" means the Government of India.
- (b) "EM Part-II" means Entrepreneur Memorandum Part-II as prescribed under section 8 of the Micro, Small and Medium Enterprises Development Act, 2006. This is a prescribed format required to be submitted by entrepreneurs to District Commerce & Industries Centre once enterprise starts production.
- (c) "enterprise" means an industrial undertaking or any other establishment in MSE category, by whatever name called, engaged in the manufacture or production of goods having its manufacturing unit in the State of Meghalaya or engaged in providing or rendering of any service or services but excluding establishment which is purely business in nature or engaged in trading.
- (d) "Governor" means the Governor of Meghalaya.
- (e) "L1" means the lowest quoted price by a valid bidder participating in tender.
- (f) "local tribal" means local populace either Khasi/Garo/Jaintia/any other ST recognized by the Government of Meghalaya and residing in the State of Meghalaya.
- (g) "MSE" means Micro and Small Enterprises located within the territorial jurisdiction of Meghalaya.
- (h) "micro enterprises" carries the definition as given in "Micro, Small and Medium Enterprises Development Act, 2006".
- (i) "small enterprises" carries the definition as given in "Micro, Small and Medium Enterprises Development Act, 2006".
- (j) "State" means the State of Meghalaya.
- (k) "State Government" means the Government of Meghalaya.

- (l) "UAM" means Udyog Aadhaar Memorandum as notified by the Ministry of Micro, Small & Medium Enterprises vide Gazette Notification No. S.O. 85(E) dated 10th January, 2017 in exercise of the power conferred under sub-section (2) of Section 8 of the Micro Small and Medium Enterprises Development Act 2006.

6. Mandatory procurement from Micro and Small Enterprises :

- (i) All administrative Departments or Agencies under the control of State Government, Heads of Department and offices subordinate to them, Boards, Corporations, Government undertakings, Development Authorities, Municipalities, Co-operative Bodies and Institutions aided by the State Government and companies where Government share is 50 percent or more, will ensure procurement of minimum of 25 percent of total annual purchase of products produced and services rendered by MSEs of Meghalaya. They shall set an annual goal of procurement from MSEs from the financial year 2020-21 and onwards, with the objective of trying to achieve overall procurement of minimum 25 percent of total annual purchases of products and services rendered by Micro and Small Enterprises within a period of one year from the year of notification of this Policy.
- (ii) After a period of one year, overall procurement goal of minimum of 25 percent shall be made mandatory.
- (iii) In case there are no suppliers in the MSE Sector of the State who have the capacity to supply required items, Departments or organizations may procure from the open market through stipulated processes.
- (iv) The State Government Departments and agencies under its control which fail to meet the annual goal shall substantiate with reasons their inability to comply, to the Review Committee constituted under clause 16 of this Policy.

7. Registration for getting preference under the Policy :

MSE who has obtained an EM Part-II under Section 8 of the Micro, Small and Medium Enterprises Act, 2006 or UAM under Gazette Notification No. S.O. 85(E) dated 10th January, 2017 or Udyam Registration notified by the Ministry of Micro, Small & Medium Enterprises, shall be eligible for registration under the Policy. Registration shall be valid for 3 (three) years and will be reviewed and renewed after every 3 (three) years by verifying continuous commercial and technical competence of the registered Micro and Small Enterprises. The Director of Commerce & Industries will issue Registration Certificate under the Policy.

Such units shall be called enterprises registered under the Procurement Preference Policy (PPP) and when such units supply or intend to supply goods or render services to State Government offices or State Corporations or State PSUs etc., they shall be called suppliers.

Such certificate issued by the Director of Commerce & Industries will clearly indicate name of the MSE, name of owner(s) of MSE, name of street, town/village, email address, phone number, items for which registered, capacity of production and sales turn over as per balance sheet of previous years. The certificate should also include dates of issuance and validity period.

8. Preference :

- (i) MSEs registered under the Policy will be entitled for price preference upto 20 percent over the L1 price if L1 happens to be non-registered industry or supplier under this Policy. In case more than one such unit qualifies for price preference, then the lowest quoted rate by the MSE registered under the Policy will be considered and supply order shall be given to such enterprise. However, such preferential procurement will be restricted to 25 percent of the tender value (if that can be segregated) and the rest 75 percent of the tender value will be allowed to L1. However, for the rest 75 percent, preference shall be given to lowest quoted rate by the registered MSE unit(s) if willing to supply at the L1 rate. Illustration is at Annexure-A.
- (ii) In case of turnkey projects executed by any Departments of the State Government, goods manufactured in the State shall be given preference.
- (iii) The State Government Departments and its Agencies or aided Institutions under their control will have to procure their 25 percent requirement of the items or services exclusively from local MSEs for the items by inviting limited competitive quotations or tenders or open tender or e-tender as the case may be, from such local MSEs only.

Illustrative list of items for 25 percent (minimum) purchase from MSEs is at Annexure-B.

9. Tendering & Procurement.

- (i) All purchases above ₹ 20.00 lakh (Rupees twenty lakh) from the MSEs should be done by e-TENDER under this policy by the respective departments or agencies. Purchases for ₹ 20000.00 and upto ₹ 20.00 lakh shall be done by open tender. Purchases above ₹ 5000.00 and upto ₹ 20000.00 shall be done by limited competitive quotations or tenders. Purchases upto ₹ 5000.00 shall be exempted from tender system but procurement shall be made from MSEs only. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Policy.
- (ii) There shall not be any minimum turnover requirement for registered MSEs for participating in procurement process under this Policy.
- (iii) Registered MSEs are exempted for payment of earnest money under this Policy.
- (iv) Registered MSEs are entitled to tender sets free of cost under this Policy.

10. Payment :

- (i) Payment for purchase would be made by the purchasing department directly to the supplier.
- (ii) The MSE or other enterprise and unit must have complied with all statutory and legal formalities of concerned regulators/Act.
- (iii) The MSE unit availing preferential treatment will give an undertaking that it fulfills the eligibility criteria under items (a) to (f) of sub-clause (v) of clause 14 including a categorical statement that the products or services being supplied to the Government Departments or its agencies has been manufactured or created by the unit located in Meghalaya only, giving details of batch number or date or any other identifiable tag (GSI etc.) as per prevalent established practice.

11. Quality :

Quality of the items shall be as per purchaser's specification. Quality certification may be obtained from the Quality Control Laboratories under Central or State Government authorized institutions or agency.

12. Annual Plan for Procurement from Micro and Small Enterprises :

The State Government Department or State PSU or State Government aided institutions shall prepare Annual Procurement Plan for purchases within 30th June every year and upload the same on their official website and also submit the same to the Director of Commerce & Industries to upload on the departmental Annual Procurement Plan in the Department's website so that Micro and Small Enterprises may get advance information about requirement of procurement.

13. Applicability and compliance :

The Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020 shall be applicable to such registered micro and small units (MSEs as defined from time to time under MSME Act 2006 of Government of India and other units or enterprises of the state) and which fulfills the eligibility criteria at clause 14(v) of this Policy.

14. Procedure for registration of MSEs with the Directorate of Commerce & Industries :

- (i) MSE units intending to avail the benefits under the policy shall apply in prescribed form (Annexure-C) to the concerned District Commerce & Industries Centre (DC&IC) after commencement of commercial production or operation along with application fee of ₹500.00 which may be revised from time to time.
- (ii) Application submitted by MSE shall be scrutinized by the DC&IC concerned and their official(s) shall also carry out physical verification of the industrial unit to ensure its physical existence as well as fulfillment of eligibility criteria before forwarding its recommendation to the Directorate of Commerce & Industries for further consideration. Format for verification of local tribal employees is at Annexure-D.
- (iii) Director of Commerce & Industries shall be the competent authority to issue the registration certificate as per Annexure-E on recommendation of DC&IC concerned and on fulfillment of eligibility criteria.
- (iv) Registration should not be recommended by the DC&IC on the basis of incomplete information or documents.
- (v) The following are the eligibility criteria for MSE units :
 - (a) The manufacturing or service unit is located within the State of Meghalaya. Enterprise must be engaging in production or rendering service including enterprises registered on all State's Government online portals engaging either in production or service or value addition activities.
 - (b) The Head office or Corporate office or Registered office of such registered unit or company or enterprises is within the territorial jurisdiction of Meghalaya.
 - (c) MSE shall employ at least 60 percent local tribals.
 - (d) MSE must have been cleared by Single Window Agency, if applicable.

- (e) MSE must be existing and functioning
- (f) MSE must have EM Part-II or UAM or Udyam Registration
- (g) Seller or traders or enterprise engaged in business activity are not eligible for registration.

15. Nodal Agency :

- (i) The Directorate of Commerce & Industries will be the Nodal Agency for implementation of the provisions of this Policy and issue of detailed guidelines thereof.
- (ii) Director of Commerce & Industries or nominee will be a member of the purchase committee constituted at levels above the District level and General Manager, District Commerce & Industries Centre or representative will be a member of purchase committee constituted at District level or below in State Government Departments and Agencies under the control of State Government.
- (iii) Director of Commerce & Industries or representative shall have authority by Notification to access to tender papers, purchase documents etc., to ascertain whether there has been any contravention in the implementation of the Policy.
- (iv) Director of Commerce & Industries will have the power to obtain samples and test the quality of products of local micro and small enterprises from time to time and shall have power to recommend for de-registration of industries or enterprises to the Review Committee for supplying products not conforming to prescribed quality and specifications or for trading in the store items instead of manufacturing.
- (v) Director of Commerce & Industries shall have authority for finding resolution of grievance or dispute of MSEs and recommend to the Review Committee for consideration and redressal of grievances in respect of this Policy.

16. Review Committee :

- (i) A Review Committee headed by the Additional Chief Secretary/Principal Secretary/Commissioner & Secretary, Commerce & Industries Department, Government of Meghalaya shall be constituted by Notification with members from line Departments under this Policy for monitoring of implementation, evaluation and mid-course correction, wherever necessary. The Commerce & Industries Department will notify the Committee along with terms of reference.
- (ii) The Committee shall consider request of Government Departments and Agencies under the control of State Government for exemption from 25 percent target on a case-to-case basis and monitor achievement under this Policy.
- (iii) The Committee shall enforce the implementation of Mandatory Procurement from MSEs to achieve overall procurement goal of minimum of 25 percent.
- (iv) The Committee may assess issues, if any, where it is felt that the manner of implementation of the Policy results in any restrictive practices, cartelization or increase in public expenditure and take necessary remedial measures.
- (v) The Committee may consider any other issues which may arise, relating to this Policy
- (vi) The chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

17. General Terms and Conditions :

- (i) Any difficulties experienced during the course of implementation of this Policy and doubts or clarification relating to interpretation of any term shall be referred to and clarified by the Government of Meghalaya in the Commerce & Industries Department. The decision of the Commerce & Industries Department shall be final and binding on all concerned.
- (ii) The State Government may at any time amend any provision of this policy in public interest either to enlarge or reduce the scope of its operation.
- (iii) Implementation of this Policy will be subject to issue of Operational Guidelines or statutory Notifications, wherever necessary.

18. Transitional provision : This Policy shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before notification of this Policy.

ORDER

Ordered that the Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020 be published in the extra-ordinary issue of the Meghalaya Gazette and copies of the Resolution be forwarded to all Departments/all Head of Departments.

By order of the Governor

M. R. SYNREM,
Commissioner & Secretary to the Govt. of Meghalaya,
Commerce & Industries Department.

ANNEXURE-A*[see clause 8(i)]***Supposing**

MSEs registered under the policy have quoted rates as below :

Unit A : ₹ 120.00 per unit

Unit B : ₹ 117.00 per unit

Unit C : ₹ 115.00 per unit (Lowest)

And Non-registered industries/suppliers have quoted rates as below :

Unit X : ₹ 100.00 per unit (L1)

Unit Y : ₹ 102.00 per unit

Unit Z : ₹ 105.00 per unit

L1 + 20 % = ₹ 120.00

Though MSEs "A", "B", & "C" fall in the preferential range of 20%, rate quoted by "C" being lowest in the category will qualify for supply of 25% of the supply order and "X" will get 75 percent of the supply order. However, if "C" accepts to supply at the L1 rate, preference will be given to him for the rest 75 percent of the supply/service.

Now, supposing the volume of supply order is 200 tables, then "C" will supply 50 (i.e. 25 percent) tables @ ₹ 115.00 per table and "X" will supply 150 tables (i.e. 75 percent) @ ₹ 100.00 per table. "C" will be given preference to supply the rest 75 percent provided the rate of ₹ 100.00 per table is acceptable to him.

Annexure-B
[see clause 8(iii)]
Illustrative list of items for 25% (minimum) purchase from MSEs.

Sl. No.	Items
1	Agriculture implements-hand operated/animal driven/power operated
2	Agricultural products
3	Ante-termite treatment solutions
4	Bags of all types made of leather, cotton, canvass, jute etc. including kit bags, mail bags and water proof bag
5	Bakery products
6	Barbed wire
7	Bee box
8	Bio-fertilizer products
9	Boots and shoes of all types including canvass shoes
10	Brooms
11	Brushes of all types
12	Body building of passenger/transport vehicle
13	Card Board Boxes/corrugated paper board and boxes
14	Data processing and software development
15	Desktop publishing
16	Disinfectant fluids
17	Drugs and medicines approved by the State Drug Controller
18	Storage drums, storage tanks and storage metal container
19	Dust bins
20	Envelopes & paper box
21	File board and file cover
22	Fly ash bricks & ACC blocks
23	Fruit juice concentrate/fruit juices/non-alcoholic beverages
24	Office Furniture (iron/aluminium/wooden/cane/bamboo/plastic)
25	Ground & processed spices
26	Garbage bags and multiuse plastic bags
27	Hand tools
28	Honey and honey products
29	Hardware items
30	Handicrafts/handloom/khadi items manufactured in Meghalaya
31	Horticultural products
32	Laundries, laundry services
33	Leather shoes
34	Lime (slaked lime/quicklime/all other forms of lime)
35	LAM coke & coke breeze

36	Mosquito nets
37	Packaging paper
38	Pad locks of all types
39	Paints & varnishes
40	Stationery items
41	Paper cups, paper plates, napkins, toilet paper
42	Paraffin wax candles
43	Plywood and veneers
44	Plywood products
45	PVC pipes
46	Pre-stressed concrete products
47	RCC pipes including humepipes
48	RCC poles pre-stressed
49	Readymade garments
50	Ready-to-eat energy foods
51	Rolling shutters
52	Rubber stamps
53	Safes vaults & almirah
54	Sanitary wares
55	Signboards
56	Soap (all types)
57	Stationery items
58	Steel and aluminium windows & ventilators and railings
59	Steel trunks and accessories
60	School uniforms/dress and other uniforms
61	Tailoring (job work)
62	Tarpaulin products

ANNEXURE-C

[see clause 14(i)]

APPLICATION FORM FOR REGISTRATION UNDER THE MEGHALAYA PROCUREMENT PREFERENCE POLICY FOR MICRO AND SMALL ENTERPRISES, 2020.

1. (a) Name of the enterprise :
- (b) Factory/unit address :
 - Area/locality :
 - Village/Town/City :
 - C&RD Block :
 - Post office :
 - District :
 - PIN code :
 - Email ID :
 - Land line/Mobile No. :
- (c) Office address :
 - Area/locality :
 - Village/Town/City :
 - C&RD Block :
 - Post office :
 - District :
 - PIN code :
 - Email ID :
 - Land line/Mobile No. :
- (d) Registered office's address :
 - Area/Locality :
 - Village/Town/City :
 - C&RD Block :
 - Post office :
 - District :
 - PIN Code :
 - Email ID :
 - Land line/Mobile No. :
- (e) Category of the enterprise (Micro/small) :
- (f) Whether the enterprise falls under manufacturing/ service/others :
2. (a) Constitution of the enterprise (proprietary/partnership/ private limited/limited company/cooperative society/LLP) :
- (b) Name(s), address(es) of the proprietor/ partners/directors/secretary and president of the cooperative society :

3. Date of commencement of commercial :
production/operation

4. Items of production & installed capacity/services rendered :

Sl. No.	Name of items produced/services rendered	Annual installed capacity

N.B. : Attach separate sheet, if required.

5. Details of registration :
(i) EM Part II No. & date :
(ii) UAM No. & date :
(iii) Udyam Registration :

6. Fixed capital investment :

Particulars	Investment made as on the date of application (in ₹)
(a) Land	
(b) Site Development	
(c) Building	
(i) Office building	
(ii) Factory building	
(d) Plant & Machinery	
(e) Electrical installation	
(f) Preliminary & pre-operative expenses	
(g) Miscellaneous fixed assets	
Total	

7. Sources of finance :
(a) Promoter's contribution :
(b) Equity :
(c) Term loan :
(d) Unsecured loan :
(e) Internal resources :
(f) Any other sources :

8. Power: :
- (i) Sanctioned load :
- (ii) Connected Load :
- (iii) Capacity of captive power plant (if any) :
- (iv) DG sets (if any) :
9. Details of land and building :
- A. Land
- (a) Own land
- (i) Land area, Revenue village, Dag No. & patta No. :
- (ii) Date of purchase/acquisition :
- (iii) Date of registration :
- (b) Land allotted by Government/Government Agency
- (i) Date of allotment/agreement :
- (ii) Date of taking over possession :
- (c) Lease holds land :
- (i) Date of lease of land :
- (ii) Period of lease :
- B. Building
- (a) Own building/rented building :
- In case of own building, built up area :
10. Employment generation

Sl. No.	Category	Nos. of persons employed
1	2	3
(i)	Managerial	
(ii)	Supervisory	
(iii)	Skilled	
(iv)	Semi-skilled	
(v)	Unskilled	
(vi)	Others	
Total		

Total employment :

Total Nos. of local tribals :

Percentage of local tribals :

I/We declare and affirm that the particular/statement furnished above, are true to my/our knowledge and belief. Also certified that the enterprise is employing not less than 60 percent local tribals consisting of Khasi/Jaintia/Garo/other ST recognized by the Government of Meghalaya and residing in the State of Meghalaya.

Place :

Signature of authorized
person of applicant unit :

Date :

Full name :
Enterprise's seal :

ENQUIRY REPORT

Certified that I have personally visited M/s
 on and examined the documents in original pertaining to this application and found them in order. It is also certified that the unit employs not less than 60 percent local tribals and that its Head office/Corporate office/Registered office is located within the State of Meghalaya.

Items of production/services rendered of the unit & installed capacity is as below :

Sl. No.	Name of items produced/services rendered	Annual installed capacity

The unit is in existence and in operation on Recommended for grant of registration under the Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020.

Date :

Signature of Enquiry Officer :

Place :

Full name of Enquiry Officer :

Seal :

Comments of the General Manager, DC&IC.

Signature of the General Manager

Full name of the General Manager

Seal :

ANNEXURE-D
[see clause 14(ii)]

Name of the enterprise :

Date of commencement of commercial production/operation :

Sl. No.	Full name of employee	Gender (Male/Female)	Present address	Permanent address	Date of birth	Job designation	Nature of job (managerial/ Technical/ supervisory/ skilled/ unskilled)	Date of joining in the enterprise	Whether local tribals/ non-local	Whether normal/ disabled person
1	2	3	4	5	6	7	8	9	10	11

Certified that the employees have been verified physically and also other records such as acquittance roll/payment register/list filed with office of Employees Provident Fund on and found that the unit employs% of local tribals. Also certified that the unit is in operational/ non-operational condition and is functioning/ non-functioning on the date of inspection on

Signature of verifying officer :
Full name of verifying officer :
Seal :

Comments of the General Manager of DC&IC concerned.

Signature of General Manager :
Full name of General Manager :
Seal :

N.B. : Local tribal means a person belonging to either Khasi or Garo or Jaintia community or any other ST recognized by the Government of Meghalaya and residing in the State of Meghalaya.

ANNEXURE-E**[see clause 14(iii)]**

GOVERNMENT OF MEGHALAYA

DIRECTORATE OF COMMERCE & INDUSTRIES

2nd Floor, Administrative Building, Lower Lachumiere, Shillong – 793 001.Ph/Fax : 0364-2226253 & e-mail : industries-meg@gov.in

No.....

Dated Shillong, the

REGISTRATION CERTIFICATE UNDER THE
MEGHALAYA PROCUREMENT PREFERENCE POLICY
FOR MICRO AND SMALL ENTERPRISE, 2020.

Being an eligible enterprise under the Meghalaya Procurement Preference Policy for Micro and Small Enterprise, 2020, this Registration Certificate is therefore issued to the under mentioned enterprise for claim of benefits as applicable under the above said Policy, subject to employment of 60 % local tribals (minimum).

1. Name of the enterprise :
2. Location of the enterprise :
3. Head office/Corporate office/
Registered office :
4. Items of manufacturing
& capacity/service rendered :
5. Category of the enterprise :
6. Date of commencement of
production/operation :
7. Validity period :

Director of Commerce & Industries.

Memo No.

Dated Shillong, the.....

Copy to :

1. The Under Secretary to the Government of Meghalaya, Commerce & Industries Department, Myntdu Building, Shillong.
2. The General Manager, District Commerce & Industries Centre,
3. Smt., proprietor of M/s.....

Director of Commerce & Industries.

Checklist for “Registration of Enterprise” under the Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020.

Certified/Attested photocopies of the documents required to be submitted along with application form for Meghalaya Procurement Preference Policy for Micro and Small Enterprises, 2020.

1. Constitution/type of the unit :
 - (a) In case of Private Limited/Public Limited company :
 - (i) Registration Certificate under Companies Act
 - (ii) Memorandum of Article of Association
 - (iii) Names and address of Directors with their PAN No.
 - (b) In case of Partnership Firm:
 - (i) Registered Deed of Partnership
 - (ii) Name and address of the Partners with their PAN No.
 - (iii) General Power of Attorney
 - (iv) Registration with Registrar of Firms
 - (c) In case of Co-operative Society
 - (i) Registration Certificate from the Registrar of Co-operative Society
 - (ii) Article of Memorandum of Association
 - (iii) Resolution of the General Body Meeting for registration of the unit
2. Registration :
 - (i) EM Part-II
 - (ii) UAM
 - (iii) Udyam Registration
3. Mandatory “No Objection Certificate”/“Consent to Operate” from the Meghalaya State Pollution Control Board.
4. Certificate of Mandatory/Obligatory registration/approval from the concerned Departments as applicable.
5. List of employees containing name, designation, date of joining, whether local tribals, residential address etc. duly verified by Enquiry officer and endorsed/countersigned by the concerned General Manager as per Annexure-D.
6. List of employees filed with Employees Provident Fund Office, if applicable.
7. Any other document that may be required as per direction of State Government or Directorate of Commerce & Industries.