

**HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.
HUDCO BHAWAN, I.H.C. LODI ROAD, NEW DELHI- 110 003.**

No.F.HUDCO/MSME-Admn./2015

21st November, 2016

Sub: Effective implementation of Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012.

Reference is invited to the procurement guidelines notified by the Govt of India on the aforementioned subject.

In this regard, reference is drawn to the Office Memorandum dated 6th May, 2015, 15th December, 2015, 8th April, 2016, 14th July, 2016, 1st August, 2016 and 22nd September, 2016 with regard to the achievement of the procurement targets fixed for the **year 2016-17**. Some of the Regional Offices are yet to submit the requisite information.

In this regard, it may be further mentioned that the HUDCO Board of Directors in its 568th meeting held on dated 23rd August, 2016 with respect to achieving the overall target of 20% and in, **particular, the fixed for the SC/ST entrepreneurs i.e. 4%** as decided, the Board of Directors *vide item No.568.22 has advised that all the directions of the Government issued in respect of MSME be complied with and action taken report on compliance be put up. The following action will be taken:* "Compliance by the HUDCO with Micro, Small and Medium Enterprises (MSMEs) guidelines for the financial **year 2016-17** on public procurement policy by earmarking sub target of 4% out of total target of 20% to be procured from MSME owned by SC/ST entrepreneurs and the possibility be explored to set aside 4% of the total quantity to be procured SC/ST entrepreneurs through separate tendering process".

Accordingly, the instructions are brought to the notice of all the Department at Head Office and all the Regional Office for taking necessary action in the matter for compliance under intimation to ED (HRMA) HQ. All RCs/HoDs shall intimate quantum of procurement made from MSME registered firms including 4% of SC/ST entrepreneurs.

Further, as per clause 2 of notes of MOU between HUDCO and MoHUPA, CPSE will have to follow the Public Procurement Policy for Micro, Small and Medium Enterprise (MSMEs) order, issued vide DO.No.2(1)/2011-M.A dated 25th April, 2012, and non compliance with aforesaid order will be penalized up to 1 mark. All concerned HoDs/RCs are requested to submit the requisite information in the enclosed **Performa latest by 30th November, 2016**.

Yogesh Saxena
Deputy General Manager (A)

Copy to:

1. All EDs
2. All RCs/GMs – with the request to take immediate action on the subject.
3. Company Secretary.
4. **GM(IT)- for posting on HUDCO Intranet.**
5. HSMI/RO-NCR.
6. DGM(OL) – for Hindi version.
7. OO File.

Name of Department/RO.....

Requisite information on procurement from MSME during the year 2016-17 and annual procurement plan for 2017-18.

S.No.	Particulars/List of items procured/ Planned.	2016-17 (Indicate the value – Rs.)	2016-18 (Indicate the value – Rs.)
01.	<p>Total Annual Procurement (in value).</p> <p>Items (Procurement & Services):</p> <ul style="list-style-type: none"> a) Tea/ Coffee. b) Furniture & Fixture. c) All Office Equipments (including Electrical & Electronics items, Telephones, Fax Machines, EPABX System, water filter etc). d) Printing & Stationery, Calculators. e) Housekeeping. f) Repair & Maintenance of Vehicles. g) Booking of Air/Rail Tickets. h) Hiring of Taxis/Buses. i) AMC of Office equipments. j) Gifts & Mementos, k) Bags. (for seminars/conferences & meeting), Office Bags, Brief case. l) Photocopier Machine. m) Medical Equipment. n) Copper Plaque. o) Biometric Machines. p) Purchases during HUDCO Annual Sports day Celebrations (indicate the items/services procured). q) Purchase during HUDCO Annual Day Celebrations (Indicate the items/services procured). r) Any other items not indicated above should be mentioned with value of purchase. s) Panels etc.(for exhibition/ trade fare). t) IT Items: Computers, Printers, Laptop, Scanners, Multifunction Units. u) Computer Consumable like CD's, DVD's Pen Drives, USB etc. v) AMC of Computers & Printers. w) Internet Services- Leased Lines, Broadband/FTH, WAN Connectivity (MPLS) services. x) Purchase of Server Backup, Storage etc. Network & Security equipments. y) Purchase of SUN Server z) Purchase of High Capacity UPS. aa) Manpower Services, Consultancy Services. 		

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02.	Total value of goods and services procured from MSEs (including MSEs owned by SC/ST enterprises). – Attach list of items procured (separately).		
03.	Total value of goods and services procured from only MSEs owned by SC/ST enterprises. (Attach list of Items procured).		
04.	% age of procurement from MSE (including MSEs owned by SC/ST enterprises) out of total procurement.- attach list of items procured.		
05.	%age of procurement from only MSEs owned by SC/ST enterprises out of total procurement.(attach list of items attach).		

Signature.
Name & Designation of Dealing Officer
Dept./RO.....

AS per MSME Letter dated 9th November, 2016 (Clarification):

Sl.No.	“Goods” – list of items as per public procurement Bill 2012 prepared by MoFin.	<i>Procurement of Items in HUDCO.</i>
01.	Articles, Materials, Commodity, Livestock, furniture, fixture, raw material, spare parts, instruments, machinery, equipment, industrial plant, vehicles, aircrafts, ships, railway rolling stock assemblies, sub-assemblies, accessories, a group of machines comprising an integrated production process or such other categories of goods or intangible, products like technology transfer, licenses, patents or other intellectual properties (excludes books, publications, periodicals etc., for a library), transportation, insurance, installation, commissioning, training and maintenance.	
	“Services”	
02.	Includes, any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes physical, maintenance, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a procuring entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf. “Subject matter of procurement” means any item of procurement whether in the form of goods, services or works or a combination thereof.	