# 5(1)/2021-22/PMS/SFC & Scheme Guideline Government of India Ministry of MSME Office of the Development Commissioner (MSME) PMS Division \*\*\*\*\*\*

Nirman Bhawan, New Delhi Dated: 26/07/2022

## **OFFICE MEMORANDUM**

## Subject: New guidelines of Procurement and Marketing Support (PMS) Scheme -reg

The undersigned is directed to enclose a copy of the approved Guidelines of the Procurement and Marketing Support (PMS) Scheme and to state that the Guidelines are in supersession of the earlier Guidelines issued vide O.M 5(1)/2016-MDA dated 20-11-2019 and shall come into force w.e.f. 26-07-2022.

The new Guidelines are available on the website of the DC (MSME).

Joint Development Commissioner

Encl: As stated.

To,

- 1. All Directors/HoO of MSME-DFOs/Br.MSME-DFOs/MSME-TCs
- 2. All offices and Autonomous Bodies under DC(MSME)
- 3. CEO, KVIC
- 4. Chairman, NSIC
- 5. Chairman, Coir Board

Copy to,

- 1. All Ministries/Departments of the Central Government
- 2. CEO, NITI Aayog, New Delhi
- 3. SS&FA, IF Wing, M/o MSME, Udyog Bhavan, New Delhi
- 4. JS(SME), M/o MSME, Udyog Bhavan, New Delhi
- 5. PS to Hon'ble Minister (MSME)
- 6. PS to Hon'ble Minister of State (MSME)
- 7. PPS to Secretary (MSME). Udyog Bhawan, New Delhi.
- 8. PPS to AS&DC(MSME), O/o DC (MSME), Nirman Bhawan, New Delhi

## **GUIDELINES OF PROCUREMENT AND MARKETING SUPPORT (PMS) SCHEME**

## 1.0 INTRODUCTION:

Marketing, a strategic tool for business development, is critical for the growth and survival of MSMEs. Due to the lack of information, scarcity of resources and unorganized ways of selling /marketing, MSME sector often faces problems in exploring new markets and retaining the existing ones. Keeping in view these facts, the Procurement and Marketing Support Scheme has been introduced to enhance the marketability of products and services in the MSME sector.

## 2.0 THE SCHEME AIMS AT THE FOLLOWING:

- Promoting new market access initiatives like organizing / participation in National / International Trade Fairs / Exhibitions / MSME Expo, etc. held across the country.
- To create awareness and educate the MSMEs about importance / methods/ process of packaging in marketing, latest packaging technology, import-export policy and procedure, GeM portal, MSME Conclave, latest developments in international / national trade and other subjects / topics relevant for market access developments.

## **3.0 ELIGIBILITY CONDITION:**

Manufacturing / Service sector MSEs having valid Udyam Registration (UR) Certificate.

#### 4.0 IMPLEMENTING AGENCIES:

- 1. DC (MSME) through its field organizations namely MSME Development Institutes and Technology Centres.
- 2. Other field organizations of M/o MSME namely NSIC, KVIC, Coir Board
- 3. Other Central Govt. Ministries through their departments/organizations/ corporations/autonomous bodies and agencies
- 4. Departments / Organizations / Corporations / Autonomous bodies and Agencies of State Governments.

#### 5.0 SCHEME COMPONENTS:

## (I) Market Access Initiatives across the country:

(A) Participation of Individual MSEs in Trade Fairs / Exhibitions					
Eligible items	Scale of assistance				
Space Rent charges	80% subsidy on built up space rent paid for General				
	category units and 100% for				
	SC/ST/women/NER/PH/Aspirational District units on				
	minimum stall size of the event for Micro and Small				
	Enterprises.				

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Contingency 100% contingency expenditure for all categories				
expenditure subject to maximum Rs. 25,000/- or actual, whicheve				
(include travel,	less. One representative from each participating unit may			
publicity & freight).	travel, limited to AC II tier train fair/ Economy Class Air			
	Fare per event.			
Maximum	Metro & A Class City: Rs 1.50 lakh (incl. All taxes) max or			
Budgetary	actual, whichever is less for a participating enterprise per			
Support (including	event.			
contingency	Other City: Rs. 0.80 lakh (incl. All taxes) max or actual,			
expenditure)	expenditure) whichever is less for a participating enterprise per event.			
Note:				
i. An MSE woul	i. An MSE would be allowed reimbursement for maximum of 2 (two) events			
in a year.				
ii. Applicant units shall have to submit their claim online (or system in place)				
in the prescribed format within 30 days from date of conclusion of the				
event.				

- iii. Overall participation in Min 100 Trade Fairs per year with Max 60 participating units per Trade Fair.
- iv. The Empowered Committee of the Scheme may assign an Implementing Agency which will represent the Ministry for propagating the scheme & policies in the event along with monitoring of participants and publicity by common fascia of the Ministry, hanging of bunting, etc. The budgetary support for participation of implementing agency will be max. 10% of total allocation to the event or actual whichever is less. The Implementing Agency will take the approval of the competent authority for detailed publicity proposal.

# (B) Organizing Domestic/ International Trade Fairs/Exhibition and participation in trade fairs/exhibitions by the Ministry/Office of DC (MSME)/Government organizations:

(a) The expenditure to be incurred wherever the Ministry decides to organize or participate on its own will be decided by the Empowered Committee, subject to the overall ceiling prescribed by the Deptt. of Expenditure (If applicable). The scale of assistance to participating MSEs in MSME pavilion will be admissible as detailed in space rent subsidy and contingency expenditure as above under para 5.0 (I)(A) above.

(b) Virtual Trade Fair: The upper cap for organizing / participating in Virtual Trade Fairs shall be Rs. 16.45 lakh or actual, whichever is less, towards the virtual platform cost, training and development cost and advertising & publicity cost. The minimum requirement for organizing a virtual trade fair should be on the basis of (i) Organizer's experience – 3 years (ii) Minimum number of sellers / exhibitors -100 (iii) Minimum number of buyers / visitors – 1,000 (iv) Duration of fair – Min. 3 days (v) Timings- 8- 12 hrs interactive, 24 hrs live (vi) the platform should allow at least 20 products to be displayed and requisite digital space have to be allocated. Any other expenditure, if any, shall be borne by the event organizers.

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(C) Vendor Development Program (VDP): To facilitate market linkages for effective implementation of Public Procurement Policy for MSEs.

Type of VDPs	Program duration	Scale of Assistance
CPSE level Vendo	r 2 days	Sanction of max. Rs 5.0 lakh / program or
Development Program cum Exhibition of Products	n f	actual, whichever is less, per program. Each program would consist of training on various aspects related to GeM and exhibition of
Froducts		products.
		VDP should benefit MSMEs in their GeM registration and detailed understanding of Public Procurement with CPSEs.

## (II) Capacity building :

A) Adoption of Modern Packaging Techniques:				
Eligible items	Scale of assistance			
Cluster based interventions for specific packaging	Sanction of max. Rs 15 lakh / cluster or actual, whichever is less, depending on the type of approved cluster.			
and branding requirements. Difference in the impanelled packaging expert organizations like II NIFT and other similar organizations shall sign an M O/o DC (MSME) and, accordingly, provide the cons services to the approved clusters supported by the i under its various schemes.				
The focus of the scheme would be clusters liprocessing, toys, handicrafts, kitchen and home ceramics, glass, gem & jewellery, textiles and a medical equipment, sports goods, etc.				

The upper cap for packaging interventions may be enhanced with approval of Empowered Committee subject to limit of max 10-15%.

(B) Adoption of Bar Code :					
Eligible items	Scale of assistance				
Unit based interventions for Bar Code.	888				
Implementing Agencies	MSME Development Institutes (MSME-DIs)				
Eligibility	Micro enterprises which have UDYAM Registration and also have registration with GS1 India for use of Bar Codes				
How to apply	Eligible Micro enterprises may apply to the Director / HOO, Micro, Small & Medium Enterprises- Development Institute of their region in prescribed application form (Annexure – A) for claiming reimbursement on Bar Code. Application Forms along with formats for the supporting documents may be collected from Director / HOO, MSME-DI of their region.				

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C) Adoption of e-Commerce Platform				
Adoption	of	e-	Providing financial assistance on annual membership fee	
Commerce			/subscription fee / contingency expenses (photography,	
Enterprises			cataloguing, advertising etc.) for selling their products or services by Micro Enterprises (up to 10 new products) through e-commerce portal "MSME Global Mart" being operated by National Small Industries Corporation. The financial assistance may be provided 75% of paid amount by Micro Enterprises subject to maximum Rs. 25,000/- (excluding applicable taxes), whichever is less per financial vear.	
Eligibility Micro Enterprises with valid Udyam Registration				
How to appl	у		The Micro enterprises with valid Udyam Registration may	

(D) National Workshops / Seminars: To educate MSMEs on various facets of business development i.e. product & process development innovations, technological development, EXIM policy, Public Procurement Policy, adoption of e- commerce, design & packaging, market research and access.

submit their claims to NSIC for reimbursement

Scale of assistance: Rs. 5.0 lakh max. or actual, whichever is less per workshop/seminar, anywhere in the country. Assistance is admissible to the Govt. / Non – Govt. reputed organizations having at least 3 years of experience in organizing subject specific workshops / seminars.

(E) Organizing National workshops/ Seminars by the Ministry / Office of DC (MSME) (Conventional / Virtual): The expenditure to be incurred wherever the Ministry decides to organize or participate on its own will be decided by the Empowered Committee, subject to overall ceiling prescribed by the Deptt. of Expenditure, MoF (if applicable).

## (III) Development of Retail Outlet.

Item	Scale of assistance		
-	Rs. 30 lakh max per outlet in Metro & A class cities and Rs. 20 lakh max per outlets for other cities shall be provided towards infrastructure outlet area of 500 sq.ft with proper interior design, including computer, printer, bill counter, catalogue of product and show case to the retailer subject to 50% contribution from the retailer. Limit of GIA will be Rs.15.0 lakh for Class A & Metro cities and Rs. 10.0 lakh for other cities, subject to matching contribution from the retailer. Only the products with valid Geographical Indications ( <b>GI</b> ) would be sold at such outlets. The seller must have an MoU / agreement with GI holder.		
Implementing Agency	MSME-Development Institutes (MSME-DIs)		
Mechanism	The Industry Associations / Trade Bodies representing the eligible retailers may submit their proposals to concerned MSME-DIs		



**6.0 Submission of Proposals:** The proposal regarding the scheme components / events will be submitted to Implementing Agency on line (or system in place) well in advance preferably two months before the commencement of subject event.

**7.0 Selection of MSEs:** The Implementing Agency will send the proposals to Office of DC (MSME) online (or system in place), well in advance (preferably 45 days) prior to the commencement of Trade Fairs/ Exhibitions after due scrutiny of financial & physical viability and fulfillment of objectives of the event. The programme Division will submit the proposal to the Empowered Committee for the final approval. While processing the proposals, the preference shall be given to first time participants and units from remote location viz., from Aspirational Districts and also from SC/ST, Women, PH and NER. The Empowered Committee may also consider the post-facto approval for events which have been accorded Administrative Approval but could not be placed for approval of Empowered Committee before commencement.

**8.0 Empowered Committee:** The Empowered Committee shall be the final authority for approval of proposals. The Empowered Committee will be headed by Secretary / AS&DC (MSME) with JS (SME) or his / her representative, ADC (PMS) /In-charge of PMS Division, Director (Planning and Marketing) NSIC or his/her representative and Nominee of IFW as members. Secretariat services shall be provided by PMS Division of Office of DC (MSME). Any of the Export promotion Association / Industry association may be invited as special invitee (optional) to attend the meeting, if needed. AS&DC (MSME) / ADC (PMS) may relax the criteria of minimum applications per implementing agency for events under 5(A) for specific events depending on urgency and other such circumstances. ADC (PMS) can give in-principle administrative approvals for the events proposed under the PMS scheme.

**9.0** The scheme will be monitored through an integrated MIS by the Implementing Agency and also scheme management unit setup in the office of DC (MSME).

**10.0** It is to be ensured that every event is led by business and data for each event along with participants has to be captured for follow up action and also to do performance audit. The Outcome for various programmes including Trade Fairs and Vendor Development Programmes should invariably include the parameters as specified in Output/Outcome framework of NITI AAYOG.

**11.0** Services of Professional / Event Management **Agencies / Organizations** may be utilized as per GFR for organizing events for Ministry / Government.

## ANNEXURE - A

## Application Form for Claiming 80% Reimbursement of Bar Code Registration Fee/ Annual Fee paid by Micro Enterprise to GS1 India

1. (a) Name of Micro enterprise : M/s
(b) Address of Micro Enterprise :
(i) Registered Office :
(ii) Works Office :
(c) Tel. NoFax No E-mail:
2. Whether enterprise is Micro as per UDYAM Registration? Yes / No
3. Name of proprietor/partner of the enterprise Mob. No
4. (a) Amount paid for
(i) One-time registration fee Rs
(ii) Annual Recurring fee Rs for the year
(b) Amount to be reimbursed for
(i) One-time registration fee Rs
(ii) Annual Recurring fee Rs for the year
5. Details of UDYAM Registration
6. Range of products being manufactured
7. The following documents are also enclosed along with Application Form:
(i) An attested copy of Cash Receipt for total amount (one-time registration fee &/or annual recurring fee) paid to GS1 India for use of Bar Codes.
(ii) An attested copy of license received from GS1 India for use of Bar Code.
(iii) Pre-receipted bill (In original) in triplicate for amount to be reimbursed for

(iii) Pre-receipted bill (In original) in triplicate for amount to be reimbursed for one- time registration fees (as per Annexure-I) &/or for annual recurring fee for 1st three years (as per Annexure II).

(iv) A copy of UDYAM REGISTRATION of the micro enterprise.

(v) An Affidavit as per Annexure - III regarding current status of the enterprise.

(vi) An undertaking as per Annexure-IV (concerning non-receipt of similar financial assistance from any other organization and/or from Office of the DC (MSME).

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#### DECLARATION

I declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to me/my enterprise on the basis of this declaration shall be liable to be refunded to the Government if at any time any information furnished in this application is found to be wrong or incorrect or misleading. I do hereby bind myself and my enterprise to pay the Government on demand a sum equal to the amount claimed as financial assistance in respect of above mentioned activity, within seven days of the demand being made to me in writing.

Date

Encl:

Signature

Name.....

Designation.....

Annexure-I

## PRE-RECEIPT

(For One-Time Registration Fee)

(Affix Revenue Stamp)

Date :

(Signature) Proprietor/Partner/Managing Director with Seal

Note: The above pre-receipt is to be submitted on Letter head of the company, in triplicate.

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Annexure-II

#### PRE-RECEIPT

(For Annual Recurring Fee)

(Affix Revenue Stamp)

Date :

(Signature) Proprietor/Partner/Managing Director with Seal

Note: The above pre-receipt is to be submitted on Letterhead of the company, in triplicate.



#### AFFIDAVIT

To be submitted on a stamp paper (of Rs. 50/-) duly attested by NotaryPublic (duly affixed with Notarial revenue stamp; with Notary Seal; and Notary Registration number, etc.)

IS/o / D/o / W/o
Managing Director*/Director*/Proprietor*/Partner* of M/s
with their Registered Office at
& Enterprise located at
do hereby solemnly affirm
and declare as under:

- > The company is a Micro Enterprise as per the Govt. of India definition; and has been functional & in production at the time of Bar Code registration.
- The company continues to be a Micro enterprise and functional & in production as on date.

DEPONENT

Verification:

Verified that the contents of the Affidavit are true to the best of my knowledge and belief.

DEPONENT

Place:

Date:

\*Strike out whichever is not applicable.

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Annexure-IV

#### UNDERTAKING

To be submitted by the applicant on a Non-judicial Stamp Paper of Rs. 50/-(Minimum)/amount-as applicable in the respective State, duly sworn before a Notary public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration number) or First Class Magistrate.

I.....S/o / D/o / W/o..... Managing Director\*/Director\*/Proprietor\*/Partner\* S/o..... Registered Office at ..... & Factory located at ..... do hereby solemnly affirm and declare as under :

(a) That the aforesaid Company/Firm/Enterprise has/has not availed reimbursement/Subsidy/grant for obtaining Bar-Code registration under any scheme operated by Central Government (including Office of DC (MSME), M/o Micro, Small and Medium Enterprise)/State Government/Financial Institutions, etc., if availed, give the details.

(b) That the aforesaid Company/Firm/Enterprise has/has not applied to Name of the Ministry/Department of Central Govt. (other than Office of DC (MSME)/State Govt./Financial institution for reimbursement/ subsidy/ grant/ incentive for registration of Bar Coding from GS1 India.

(c) That after availing reimbursement for obtaining Bar-Code registration from Office of DC (MSME), Ministry of MSME, in respect of the said Company/Firm/ Enterprise, I shall disclose this fact of the said Company/Firm/Enterprise at the time of claiming/reimbursement/subsidy/grant/incentive, if any, under any other similar scheme run by Central Government/State Government Department/Financial Institution, etc.

(d) I hereby solemnly affirm that the information given above is correct. In case, above declaration is found wrong or incorrect or misleading, I do hereby bind myself & My enterprise and undertaking to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within seven days of the demand being made to me in writing.

Signature of Partner/Proprietor/Managing Director/Director In the presence of two witnesses

1.

2.

(Names and Addresses of the witnesses above also to be indicated along with signatures).

(\* Strike out whichever is not applicable)

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## ANNEXURE – B

## Documents to be collected by Implementing Agencies from Event Organizers of the Trade Fairs / Exhibitions etc. while receiving the proposals

- 1. Proposal/ Request letter from the Organisation/ Company/ Association/ Enterprise
- 2. Memorandum of Association (MoA)/ Bye-Laws/ Partnership Deed (Regd.) (in case of Partnership entity)
- 3. Brochure of the Trade Fair(s) / Exhibition(s) / Event(s) along with other details
- 4. Balance Sheets of last 03 (three) years of business along with copy of Income Tax Returns
- 5. Past experiences of business in organizing Trade Fair(s) / Exhibition(s) / Event(s)
- Estimated no. of MSEs participating in the event along with category (Women/ SC/ ST/ PH/ Micro/ Small enterprises)
- 7. Booking space confirmation letter for the venue where event is proposed to be organized (*venue change not permitted once the event is approved*)

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## ANNEXURE - C

## Check-list for reimbursement of claims under Component 5(A) : PMS Scheme

Name of the Fair/ Exhibition:

The following documents/ information have been received for reimbursement under PMS Scheme from M/s\_\_\_\_\_

(Two additional copies submitted : Yes / No)

<u>s. n</u>	o. <u>Particulars</u>	(Put ' $$ ' or '	'x <b>' in b</b>	oox)	Pg No.
1.	Covering letter on Letter Head of un	it/ enterprise			
2.	Claim Form (Annexure - D) filled by	the unit/ enterprise	ise		
3.	Print out of Online Application Form	No. : UAM/DTF/	·		
4.	Copy of UDYAM Regn. Certificate (se	elf certified)	:		
5.	Original Invoice(s)/ Bill(s)		:		
6.	Original Receipt Voucher(s)		:		
7.	Participants Feed Back Report with	photos (02)	:		
8.	Original Mandate Form (duly verified	d by the Bank)			
9.	Cancelled cheque of the concerned h	oank (original)			
10.	Original Pre-Receipt (signed & stamp	ped) (in triplicate)	:		
11.	Details of Agency creation for PFMS				
	(iv) Gender (N	Jdyam Regn Certif	îcate]. ansgen	lder)	nterprise with e-
	<ul> <li>(vi) Udyam Registration Certificate of</li> <li>(vii) GST Number (enclose a copy of of</li> <li>(viii) Bank details (Bank Account Nu</li> <li>of Branch).</li> <li>(ix) Aadhaar linked Bank Account Nu</li> </ul>	certificate issued l umber, Name of B			
12. 13. 14.	Copy of Aadhaar Card(s) (Director(s) Copy of GST Registration Certificate Other related documents (PAN card)		ners) :		

Documents/ information checked and verified the claim of the aforementioned unit / enterprise is found in order and eligible for reimbursement as per PMS Scheme guidelines.



Signature

# ANNEXURE - D

# CLAIM FORM

	To be miled by benchelary unit for claiming rem		
	PART - I : Entrepreneurs' Details :		
1.	Name of Implementing agency		
2.	Name of the Applicant Unit		
3.	Complete address, phone, Fax, e-mail including name of the proprietor/partner		5
4.	Udyam Registration Number (PI. enclose copy)		
5.	Category of the entrepreneur (General/Women/SC/ST /NER/PH) (Pl. enclose the copy of relevant document, as applicable)		
6.	Type of the unit (Micro or Small) (whichever applicable)		
7.	Category of the Unit (Manufacturing/Service)		
8.	Products manufactured/service rendered by applicant unit		
	PART-II: Event details	L	
9.	Name of event participated, venue, duration of trade fair / exhibition	·	
10.	Feedback: [about 200 words] Include details about new business tie-ups achieved through the event, B2B Knowledge on new technology, opportunity for market expansion etc.		
	PART –III : Payment Details		
	DETAILS OF CLAIM (in Rs.	)	
Name of Scheme component	Items	Actual Expenditure (in Rs.)	Amount Admissible as per Scheme guidelines (in Rs.)
Domestic	Contingency expenditure including travel, (attach		
Trade Fairs	expenditure copy for travel/publicity/ freight charges)		
/	Space Rent (stall rent)[Minimum booth/stall size provided		
Exhibitions	by fair organiser](Attach invoice / bill)		

# (To be filled by beneficiary unit for claiming reimbursement)

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#### DECLARATION

I hereby declare that :

- (a) Above information is correct and is based on the actual expenditure incurred. In case any of the statement/ information furnished in application / document is later found to be wrong or in correct or misleading, I do hereby bind myself and my unit to pay to the Government on demand the full amount received as reimbursement in respect within seven days of the demand.
- (b) The unit has not claimed/ applied for financial assistance from any other Ministry/ Department of the Government of India or any other State Government or any Government Institute/Agency for the above mentioned trade fair/ packaging consultancy.

Signature of the Authorized Signatory

Name:

Date:

Designation:

Place:

#### Approval Flow Chart:

Claim submission by applicant Unit - Scrutiny-Approval/Sanction/Release to beneficiary unit



# ANNEXURE - E

Program/ Scheme Component	Procurement and Marketing Support ( Description		Programs/ MSMEs/Cluster s 2021-22 to 2025 - 26	Beneficiaries (Approximate)
	Vendor Develoment Program (VDP)	CPSE Level VDP cum exhi	500 Programmes	50,000 MSMEs @100
	Participation of individual MSEs in Domestic Trade Fairs	bition of products Conventional	30000 MSEs	30,000 MSEs
Market Access		Virtual	126 TradeFairs	12,600 MSEs @100
Initiatives	Organizing/Parti cipation in trade Fairs	Events where Ministry decide to organize / participate on its own (Conv entional/ Virtual)	10 TradeFairs	1,000 MSEs @100
		d Modern/ green packaging que / branding inter vention	100 Clusters	5,000 MSEs @ 50
Capacity building of MSMEs	Bar Cod	e for Micro Enterprises	1221 Micro Enterprises	1,221 Micro Ent.
	National	Seminars / Workshops	505 Programmes	50,500 MSMEs @ 100
	Events where	Seminars / workshops Ministry decide toorganize / s own(Conventional / Virtual)	15 Programmes	1,500 MSMEs @100
Development of 250 MSME Retail Outlets Numbers			250 MSEs	
Adoption of e-commerce platform by Micro Enterprises @ Rs.20000/- (75% of Rs. 25000/- Max. 50000 Micro Ent			50,000 Micro Ent.	
Total Beneficiaries				2,02,071 MSMEs

# Year-Wise Output/Outcomes (Estimated) w.r.t PMS scheme

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