



सत्यमेव जयते

User Manual For Ministry

MSME SAMBANDH

Public Procurement Policy Monitoring
Portal

**Ministry Of Micro, Small & Medium
Enterprises**

December, 2017

User Categories

Mainly there are three types of user they can use MSME SAMBANDH online portal for public procurement policy.

| Sr. No. | User Name |
|---------|------------|
| 1 | Ministry |
| 2 | Department |
| 3 | CPSU |



Ministry – The roles of this user is to manage their offices and office address details, submitting their annual procurement targets and can submit their monthly procurements. For doing these things they have to follow these steps -

User Login – Ministry user need to login first with login page. User need to enter their user id and given password.

MENU **MSME SAMBANDH** English ▼

Officer Login You are here : Home > Officer Login

Login Details

 
[Verification code is case sensitive]

Guidelines

1. Please follow the below process to Login :
 1. Enter Valid User Id
 2. Enter Valid Password
 3. Enter Valid Verification Code as given in Captcha Image
 4. Verification code is case sensitive
 5. Click on Login Button
2. Once you login with valid credential user will redirect to their Dashboard where multiple action has to be done.

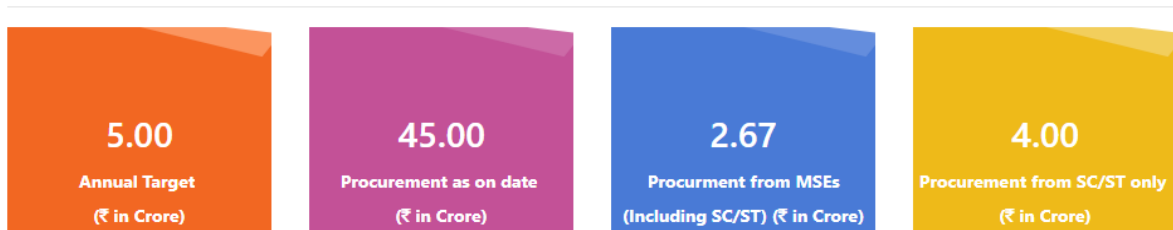
Dashboard – After successfully login user will be redirected to their related home page.

MENU MSME SAMBANDH English

Dashboard You are here : Home

Welcome
Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)

Procurement Facts



The user's home page or their dashboard shows their Procurement Facts about their procurement policies.

Annual procurement target – On this form user need to submit their annual procurement targets.

MENU MSME SAMBANDH English

Annual Procurement Details You are here: Home > Annual Procurement Details

* Procurement Financial Year
Choose Financial Year

| Particulars | Detail |
|--|---|
| Total annual procurement target FY (₹ in Crore) | <input type="text"/> |
| Whether Previous FY Annual Procurement plan for purchases from MSEs uploaded on the official Website | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Whether targets reported in Previous FY Annual Report Uploaded on the Official Website | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Update details

Monthly procurement details – On this form user need to submit their monthly procurement details.

* Procurement Month

Choose Month

| Particulars | Detail | | |
|---|---|-------------------------------|-------------------------------|
| Total Monthly Procurement (₹ in Crore) | <input type="text"/> | | |
| Total value of goods and services procured from MSEs(including MSEs owned by SC/ST entrepreneurs) (₹ in Crore) | <input type="text"/> | | |
| Total value of goods and services procured from MSEs owned by SC/ST entrepreneurs only (₹ in Crore) | <input type="text"/> | | |
| No. of MSEs benefited during the month | Gen <input type="text"/> | SC/ST <input type="text"/> | Total <input type="text"/> |
| Total No. of Vendor Development Programmes(VDP) | Gen <input type="text"/> | SC/ST <input type="text"/> | Total <input type="text"/> |
| Whether Previous FY Annual Procurement plan for purchases from MSEs uploaded on the official Website | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| Whether targets reported in Previous FY Annual Report Uploaded on the Official Website | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| * To update click here | <input type="button" value="Update details"/> | | |

Address and Officers detail – This module is used to update office address and corresponding officers details.

| | |
|---|---|
| * Address | * Name of Officer : |
| <input type="text" value="AYUSH BHAWAN, B Block, GPO Complex, INA, NEW DEL"/> | <input type="text" value="V.N. Shandilya"/> |
| * Pin code | * Officer Email Id |
| <input type="text" value="110011"/> | <input type="text" value="shan@gmail.com"/> |
| * State | * Name of Nodal Officer |
| <input type="text" value="10.DELHI / दिल्ली"/> | <input type="text" value="Ajay Kumar"/> |
| * District | * Nodal Officer Email Id |
| <input type="text" value="1.CENTRAL / सेंट्रल"/> | <input type="text" value="ajay@gmail.com"/> |
| * Officer | * Nodal Officer Mobile Number |
| <input type="text" value="Chairman"/> | <input type="text" value="9990911256"/> |
| | Nodal Officer Phone No |
| | <input type="text" value="01156456787"/> |
| | <input type="button" value="Update details"/> |