

Initiated by



**SMALL & MEDIUM BUSINESS
DEVELOPMENT CHAMBER OF INDIA**



**INDIA INTERNATIONAL TRADE CENTRE
(IITC-INDIA)**

National Level SME & Entrepreneurship Excellence Awards 2009 for Manufacturing & Service Sectors



Supported by



**SME TRAINING
INSTITUTE OF INDIA**



**INDIAN SME
KNOWLEDGE FORUM**

**INDIAN SME
DIGEST**
Education | Knowledge | Innovation

FAQs and Guidelines

What is “National Level SME & Entrepreneurship Excellence Award”?

Small & Medium Business Development Chamber of India & India International Trade Centre (IITC-INDIA) recognise Micro, Small and Medium enterprises (MSME) engaged in the manufacturing and service sectors for their exceptional achievements and the organisations who support them for their distinguished contribution and support to MSMEs in manufacturing, service, exports and Research & Development by conferring

NATIONAL LEVEL SME & ENTREPRENEURSHIP EXCELLENCE AWARDS 2009.

We are proud to announce that we are presenting these awards **8th year in a row**. We are confident that this will motivate other existing and emerging entrepreneurs to succeed in their chosen fields and the award winners will act as role models for others to excel in entrepreneurship.

Who are the organisers?

Small & Medium Business Development Chamber of India (SME Chamber of India) and India International Trade Centre (IITC-INDIA) are leading organisations working for the development of the MSME sector and organise various trade promotional activities in India and abroad for many years.

For details please visit our website
www.smechamberofindia.com
www.iitcindia.com

What are the categories of the award?

There are nine categories:

1. Manufacturing Sector (Micro)
2. Manufacturing Sector (Small)
3. Manufacturing Sector (Medium)
4. Manufacturing Sector (Exports)
5. Service Sector (SME)
6. Woman Entrepreneur
7. Young Entrepreneur

8. Innovative Enterprise

9. Appreciation Award for Supporting MSMEs (Banks, FI's, Investment Bankers, Corporate and Government Departments)

What benefits will the applicants derive through this Award?

It enhances the image of the enterprise with all stake holders including customers, suppliers, bankers, staff, rating companies and other agencies.

Awardees are permitted to publish and advertise their achievements and Awards.

It paves the way for applying to other Awards.

It stimulates other entrepreneurs to achieve more.

Who can participate?

Micro, Small and Medium Enterprises - Proprietorship, partnership. Private Limited and Public Limited companies, engaged in the manufacturing sector, service sector & Exports.

Organisations supporting MSME in their growth – Banks, FIs, Investment Bankers, Corporate and Government Departments

Woman Entrepreneurs

An enterprise entirely owned and managed by a Woman Entrepreneur.

Young Entrepreneurs

An Enterprise with remarkable success and progress against adverse situations.

The applicants must be a profit making enterprise for the last 3 consecutive years. The office and / or Works should be situated in India. Subsidiaries are also eligible to apply.

How to Apply?

The application form can be obtained from our office against a payment of Rs. 1,000/-

Are there any charges involved?

Yes. There is a processing charge

PROCESSING CHARGES		
Category	Members	Non-Members
Micro Enterprises Woman Entrepreneurs & Young Entrepreneurs	Rs.5,000/-	Rs.8,000/-
Small Enterprises	Rs.10,000/-	Rs.15,000/-
Medium Enterprises	Rs.15,000/-	Rs.20,000/-
Banks, FIs, Corporate Investment Boards & Government Depts.	Rs.20,000/-	Rs.25,000/-

What are the documents required?

List of Documents needed along with duly completed Applications:

- Profile of the company along with the executive summary
- List of key customers, suppliers & competitors
- Copy of certificates of registration of business
- Copy of Quality Assurance Certificates
- Last three years Balance Sheet and P&L Account attested by C.A.
- Last three years Cash Flow Statement
- An undertaking stating that the details mentioned in the above form are correct and verified to the best of your knowledge.
- Provide details of Ancillary units and Joint Ventures, if any:
- Any document in support of your achievements
 - Productivity Enhancement
 - Cost Control / Cost Audit (Lean Mfg)
 - Labour Welfare Schemes
 - Industrial Safety & Health
 - Modernization
 - Pollution Control & Eco-friendly Measures
 - Energy Saving / Energy Audit

Additional Information to be provided on Company letter head

- Future Growth Plans
- Any significant initiative to encourage and support entrepreneurship, as a social responsibility.
- Write-up highlighting the Unique and salient features about your enterprise, products & services, achievements for the consideration

of the Selection Committee Justifying your candidature for the Award

What about the confidentiality of information provided by the applicants?

As a policy, the information provided by the applicants will be kept confidential. No information would be divulged to anybody without their written consent.

Selection Criteria

The Selection Committee will consider the applications on the basis of following criteria relevant to the business activities of the applicants

- Development of Enterprise: Products / Processes, Financial and Sustained Growth Quality Consciousness and Commitment to improvements
- Responsibilities towards the safety and health of employees and environment
- Management Concepts / Leadership skills
- Vision and Mission
- Customer Relations
- Future Expansion Plans
- Social Commitment & corporate governance
- Technology Upgradation and Innovations
- Financial & Export Performance
- Credit Ratings
- Quality Certifications
- Earlier Awards

Procedure for Short - Listing the Applicants

A selection committee comprising of experts from various fields will screen, appraise, select and recommend the candidates to the Management Committee of SME Chamber of India.

The selection committee along with SME Chamber of India reserve absolute right to accept or reject any application without assigning any reason and their decision is final.

The stages of selection process

Stage 1: Preliminary screening of the applications

Stage 2: Evaluation of the applications

Stage 3: Personal interviews of the short-listed applicants, if required.

Stage 4: Visit to factory, office and business premises, if required.

Stage 5: Final review and recommendation by the Selection Committee to Management Committee

Stage 6: Announcement of the Awardees.

Stage 7: Award Presentation Function.

How the Award is presented?

The Award is presented to the winners at the hands of high level dignitary during the award function and will consist of:

An Attractive Memento.

A certificate from the SME Chamber of India.

The photo of Award Function will be published in the newsletter of SME Chamber of India.

Submission of Application form

3 identical sets of duly completed application form and the necessary documents along with Demand Draft in favour of “**Small & Medium Business Development Chamber of India**” payable at Mumbai towards processing charges should be submitted to

**SME Chamber of India,
Central Office**

3, Upper Ground Floor , Samruddhi Venture Park, Marol MIDC, Near Hotel Tunga Paradise, Andheri (E) Mumbai – 400093.

Telefax: 022 - 6150 9800

Email: smechamberofindia@vsnl.net

Schedule

Submission of Form

15th June 2010

Personal Interviews

17th - 19th June 2010

Visits

21st - 24th June 2010

Announcement of Awardees

30th June 2010

Awards presentation Function

9th July 2010

for updated information please visit website

www.smechamberofindia.com

Terms and Conditions

- After scrutiny of the applications, the short-listed candidates may be called for personal interviews.
- Members of the Selection Committee and / or office bearers of SME Chamber of India may visit the Office / Factory of the applicant to obtain more information, if necessary. (All arrangements for the visits shall be taken care of by the applicants.
- Canvassing in any form shall be treated as disqualification.
- The Management of SME Chamber of India will have the sole discretion on all matters related to the Awards and reserves the rights to modify or change the award categories, selection criteria, policy, dates and venue.

Small & Medium Business Development Chamber of India

Contact Address

Central Office

3, Upper Ground Floor , Samruddhi Venture Park, Marol MIDC, Near Hotel Tunga Paradise, Andheri (E), Mumbai – 400093.

Registered & Correspondence Address

101, Murlidhar Baldev Estate, Near Vikas Estate, Off Aarey Road, Goregaon (E), Mumbai - 400063.

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