

## **Process for Registration of Small & Medium Enterprises (SMEs) for e-Governance Projects**

As per ICT policy 2010-2015, SME means Small & Medium IT/ ITeS Companies/ Units/ Enterprises with turnover of more than Rs.50 lakhs and less than Rs.10 crores per annum. As per the GO Rt.No.233, dated 31.08.2010 of IT&C (e-Gov) Department, APTS will receive, register and maintain the Vendors of all SMEs with minimum pre-qualification criteria.

### **SMEs Group (three categories)**

- ✓ 1<sup>st</sup> Group of SME – Turnover > Rs.50 lakhs and <=Rs. 200 Lakhs per annum.
- ✓ 2<sup>nd</sup> Group of SME – Turnover > Rs.200 lakhs and <= Rs.500 Lakhs per annum.
- ✓ 3<sup>rd</sup> Group of SME – Turnover > Rs.500 lakhs and <= Rs.1000 lakhs per annum.

### **Categories of SME Empanelment**

1. Application testing
2. Requirement Engineering, Business Modeling
3. Module Design & development
4. Digitization
5. Localization of application etc.
6. Networking
7. Annual Maintenance
8. Facility Management and Call center services
9. Special areas (Biometrics, GIS, GPS etc.)

### **Registration of SMEs**

There are TWO modes of Registrations Viz. Off-Line and On-Line Registrations as per G.O Rt. No. 223, dated 31.08.2010 of IT&C dept, for the SMEs Empanelment. For Off-Line Registrations, APTS has established SME Helpdesk at 1<sup>st</sup> floor of APTS & the Helpdesk contact No. is 040-23224283, helpdesk is also accessible at the email: [sme\\_helpdesk@aps.gov.in](mailto:sme_helpdesk@aps.gov.in)

### **Procedure for Off-Line Registration:**

**The following are the steps to be followed by the applicant to Apply for SME Registration:**

- ✓ The Firm's representative can contact APTS SME helpdesk for the application form & other details.
- ✓ The filled & signed Registration Form along with following enclosures should be submitted at APTS helpdesk for enrollment as SME:
  1. Non refundable fee of Rs.500/- drawn in favor of "The Managing Director, A.P. Technology Services Limited", Payable at "Hyderabad" through a Demand Draft (DD)/ Bankers Cheque (BC). No cash transactions.

2. Certificate of Company Registration – valid certificate
3. Turnover - Audited Balance Sheet of 2009-10
4. Firm Address & contact details including URL
5. SME Category/Group
6. Domain Area of Service/Category

(\*\*The information provided by the applicant in the Registration Form, such as Name, Postal addresses, Phone numbers, Email-id etc., should be complete, valid, current and active.)

- ✓ The Registration Form should be complete in all respects.
- ✓ The filled-in form should contain the APTS Receipt Number towards fees paid for the Empanelment.
- ✓ APTS will issue acknowledgement receipt in token of the received Application.
- ✓ The qualified Firms data on approval shall be hosted on APTS Website under the appropriate category of SME.
- ✓ Incomplete Registration Form is likely to be rejected.

**Process of Online Registration through APTS website:**

[www.pts.gov.in/sme](http://www.pts.gov.in/sme) -- **Site under construction**

APTS shall soon host the above link and start acceptance of online filled in application forms.