



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

2nd Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011)26752004 Fax – (011) 26129091

Circular No. 43/2022

No: DLI/CORP-MM/2022/PMC/13(7)/1001615

Dated: 29.09.2022

Sub: Formulation of Technical specifications

Reference is invited to updated Manual for Procurement of Goods issued by Dept. of Expenditure, Ministry of Finance in collaboration with CVC (Link: [https://www.doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods 1.pdf](https://www.doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods%201.pdf))

Relevant Guidelines in respect to Formulation of Technical specifications applicable for Procurement of Goods, as adopted from para 2.2 of aforesaid Manual are attached at Annexure-A.

Aforesaid provisions may also be taken into cognizance wherever feasible, while framing Technical Specifications, in addition to the provisions under para 5 of Integrated MM Manual on Scope of work (SOW) / Specifications.

Above guidelines should be meticulously followed by all concerned.


(Sandeep Gupta)
ED-Chief MM Services
29/9/22

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

All concerned may download the circular from the site. Hard copies are not distributed separately.

Formulation of Technical specifications:

1. It should be ensured that specifications are developed to ensure Value for Money, level playing field and wide competition in procurement. The Technical specifications constitute the benchmarks against which the technical responsiveness of bid is verified and, subsequently, evaluation of the bids is done. Therefore, well-defined Formulation of Technical specifications facilitates the preparation of responsive bids by bidders as well as examination, evaluation and comparison of the bids by the procuring entity. It also helps in ensuring the quality of the supplied goods. Thus it should be ensured that the specification should:

- i) Provide a level playing field and ensure the widest competition; and
- ii) Be unambiguous, precise, objective, functional, broad based/generic, standardised (for items procured repeatedly) and measurable. Technical specifications should be broad enough to avoid restrictions on workmanship, materials and equipment commonly used in manufacturing similar kinds of goods;
- iii) Set out the required technical, qualitative and performance characteristics to meet just the bare essential needs of the procuring entity without including superfluous and non-essential features, which may result in unwarranted expenditure;
- iv) Comply with sustainability criteria and legal requirements of environment or pollution control and other mandatory and statutory regulations, or internal guidelines, if any, applicable to the goods to be purchased;
- v) Make use of best practices. Examples of specifications from successful similar procurements in the other organisations or sector may provide a sound basis for drafting the Technical specifications;
- vi) Commensurate with Value for Money, avoid procurement of obsolete goods and require that all goods and materials be new, unused and that they incorporate all recent improvements in design and materials;
- vii) Should have emphasis on factors such as efficiency, optimum fuel/power consumption, use of environmental-friendly materials, reduced noise and emission levels, low maintenance cost, and so on.

2. Essential Technical particulars

The essential Technical particulars to be specified in the tender document shall include the following to the extent applicable for a particular purchase:

- i) Scope of supply;
- ii) All essential technical, qualitative, functional, environmental and performance characteristics and requirements (such as material composition, physical, dimensions and tolerances, workmanship and manufacturing process wherever applicable; test schedule; if any), including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the user may include an additional format for guaranteed technical parameters, where the bidder shall provide detailed information on such technical performance characteristics in reference to the corresponding acceptable or guaranteed values;
- iii) Drawings;
- iv) Requirement of the BIS mark, where applicable, mentioning all parameters where such a specification provides options;
- vi) Special requirements of preservation, packing and marking, if any;
- vii) Inspection procedure for goods ordered and criteria of conformity;
- viii) Requirements of special tests or type test certificate or type approval for compliance of statutory requirements with reference to pollution, emission, noise, if any;
- ix) Other additional work and/or related services required to achieve full delivery/completion, installation, commissioning, training, technical support, after-sales service and Annual Maintenance Contract (AMC) requirements, if any;
- x) Warranty requirements;
- xi) Qualification criteria of the bidders, if any; and
- xii) Any other aspects peculiar to the goods in question such as shelf life of the equipment, and so on.