



PMC Cell – MM

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Corporate Materials Management

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Circular No. 10/2021-cum- Integrated MM Manual No. 65/2021-Cum-BL Amendment No. 01/126 and 02/ 101

No: MAT/PMC/13(13)/2021

Dated: 06.04.2021

Sub: Classification of Micro, Small enterprises (MSE) and Udyam Registration

Reference is invited to circular No. 29/2020 dated 07.07.2020 wherein inter alia it was informed that in accordance with the provisions under Gazette notification no. S.O. 2119(E) dated 26.06.2020 issued by Ministry of Micro, Small and Medium Enterprises, after 31st March 2021, only Udyam Registration Certificate shall be acceptable for Micro or Small classification of an Enterprise.

Accordingly, relevant provisions of Integrated MM Manual, Standard Tender/Contract Conditions and BEC for procurement of goods and services stand modified as per Annexures-I, II and III respectively. These modifications shall be applicable for tenders where TBO will be done on or after 01.04.2021.

Work centers are also advised to sensitize the MSE vendors doing business with the concerned work centre for obtaining Udyam Registration Certificate as per aforesaid Gazette notification, so that they may be extended applicable benefits while quoting as MSE bidders in ONGC tenders, after 31.03.2021.

In addition to the above, vide aforesaid circular No. 29/2020 dated 07.07.2020 it was emphasized that all dealing officers shall update the MSE status of vendor in vendor master as and when details are received regarding Udaym registration from vendors. During the review of account for the period ended 31.12.2020, Statutory Auditor has highlighted that even after having clear guidelines, the MSE status in Vendor Master is not being updated by the dealing officers, meticulously. Hence, it is once again enjoined upon that instructions for updating the MSE status of vendor in vendor master as per Udyam Registration Certificate should be meticulously followed by all dealing officers. The Udyam Registration Certificate No. should also be entered against the vendor code of respective vendor.

Above guidelines should be meticulously followed by all concerned.

A P Tripathi
6/4/2021

(A P Tripathi)

ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').

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

Copy to:

1. EO to CMD, ONGC, New Delhi.
2. CEA to Director (F)/ Director (Offshore)/ Director (Exploration)/ Director (HR)/ Director (T&FS)/Director (Onshore), New Delhi.
3. CVO, ONGC, New Delhi.

Annexure-I

Existing vis-à-vis modified provisions of Integrated MM Manual

Para No.	Existing Provisions	Modified Provisions	Remarks
16.5.1	<p>No earnest money deposit / bid security in the form of Bank Draft or in lieu thereof Bid Security will be necessary for purchases upto Rs.10.00 lakhs. Earnest money deposit/ bid security in the form of Bank Draft or in lieu thereof Bid security will also not be necessary for purchases from Central Govt. Departments and Central Public Sector Undertakings. No earnest money shall also be necessary for purchase / service contracts on nomination/ PAC/OEM basis.</p> <p><u>MSEs registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyam Registration or any other body specified by Ministry of MSME or Udyog Aadhar Memorandum will be exempted from furnishing bid security / earnest money deposit and will be eligible for other benefits as per PPP for MSEs order,2012 against open and limited tenders irrespective of monetary limit/capacity, if any mentioned in their registration certificate or Udyam Registration Certificate or Udyog Aadhar Memorandum, subject to following conditions:</u></p> <p>a. (Applicable for procurement of Goods/ procurement of equipment alongwith associated services like Installation, Commissioning, Training, AMC etc)</p> <p>Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</p> <p>b. Bidder submits the copy of valid <u>registration certificate issued by any of the registration authorities</u></p>	<p>No earnest money deposit / bid security in the form of Bank Draft or in lieu thereof Bid Security will be necessary for purchases upto Rs.10.00 lakhs. Earnest money deposit/ bid security in the form of Bank Draft or in lieu thereof Bid security will also not be necessary for purchases from Central Govt. Departments and Central Public Sector Undertakings. No earnest money shall also be necessary for purchase / service contracts on nomination/ PAC/OEM basis.</p> <p><u>MSEs possessing valid Udyam Registration Certificate as notified vide Gazette notification no. S.O. 2119 dated 26.06.2020 (as amended) issued by Ministry of Micro, Small and Medium Enterprises will be exempted from furnishing bid security / earnest money deposit and will be eligible for other benefits as per PPP for MSEs order,2012 against open and limited tenders, subject to following conditions:</u></p> <p>a. (Applicable for procurement of Goods/ procurement of equipment alongwith associated services like Installation, Commissioning, Training, AMC etc)</p> <p>Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</p> <p>b. Bidder submits the copy of valid Udyam Registration Certificate, as Micro or Small Enterprise.</p>	Underlined portion Modified

Para No.	Existing Provisions	Modified Provisions	Remarks
	<p><u>as above or Udyam Registration or Udyog Aadhar Memorandum</u>, as Micro or Small Enterprise.</p> <p>Firms Recognized as 'Start-ups' by DPIIT(Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry GOI) will also be exempted from furnishing bid security / earnest money deposit subject to submission of documents as mentioned at Para 90.3 for all types of Procurement.</p> <p>.....</p> <p>.....</p>	<p>Firms Recognized as 'Start-ups' by DPIIT(Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry GOI) will also be exempted from furnishing bid security / earnest money deposit subject to submission of documents as mentioned at Para 90.3 for all types of Procurement.</p> <p>.....</p> <p>.....</p>	
8.3 of (Terms & Conditions of Purchase Order for Purchases upto Rs.10.00 Lakhs, IMMM)	<p>Conditions applicable if the offer is from a Micro or Small Enterprises (MSE) <u>registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyam Registration or any other body specified by Ministry of MSME or Udyog Aadhar Memorandum.</u></p> <p>(i) if bidder is a Micro or Small Enterprises (MSE) <u>registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyam Registration or any other body specified by Ministry of MSME or Udyog Aadhar Memorandum</u>, it shall submit copy of valid Registration Certificate issued by any of the registration authorities <u>as above or Udyog Aadhar Memorandum</u> for exemption from furnishing bid security / earnest money deposit and to be eligible for other benefits as per PPP for MSEs order,2012 subject to following conditions:</p> <p>a. Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</p>	<p>Conditions applicable if the offer is from a Micro or Small Enterprises (MSE) <u>possessing valid Udyam Registration Certificate as notified vide Gazette notification no. S.O. 2119(E) dated 26.06.2020(as amended) issued by Ministry of Micro, Small and Medium Enterprises.</u></p> <p>(i) if bidder is a Micro or Small Enterprises (MSE), it shall submit copy of valid Udyam Registration Certificate as notified vide Gazette notification no. S.O. 2119(E) dated 26.06.2020(as amended) issued by Ministry of Micro, Small and Medium Enterprises for exemption from furnishing bid security / earnest money deposit and to be eligible for other benefits as per PPP for MSEs order,2012 subject to following conditions:</p> <p>a. Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</p>	Underlined portion Modified

Para No.	Existing Provisions	Modified Provisions	Remarks
	<p>In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or owned by Women, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST or Women entrepreneur should also be enclosed.</p> <p>.....</p> <p>.....</p>	<p>In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or owned by Women, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST or Women entrepreneur should also be enclosed.</p> <p>.....</p> <p>.....</p>	

Annexure-II

Statement showing existing vis-à-vis modified provisions of Standard Booklet No. ONGC/MM/01, ONGC/MM/02 and standard tender /contract conditions for Service Contracts.

Clause No.	Existing Provisions	Proposed Provisions	Remarks
10.1 (u) (Annexure-I of Standard Booklet ONGC/MM/01)	Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyam Registration or any other body specified by Ministry of MSME or Udyog Aadhar Memorandum.	Copy of valid Udyam Registration Certificate, (as notified vide Gazette notification no. S.O. 2119(E) dated 26.06.2020(as amended) issued by Ministry of Micro, Small and Medium Enterprises) if bidder is a Micro or Small Enterprises (MSE)	Underlined portion modified.
10.1 (t) (Annexure-I of Standard Booklet ONGC/MM/02)	
9.1(h) (Standard tender /contract conditions for Service Contracts)	
25.2 (Annexure-I of Standard Booklet ONGC/MM/01)	Central Government Departments and Central Public Sector Undertakings are exempted from payment of Bid Security.	Central Government Departments and Central Public Sector Undertakings are exempted from payment of Bid Security.	Underlined portion modified.
23.2 Annexure-I of Standard Booklet ONGC/MM/02	MSEs registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME or Udyam Registration or Udyog Aadhar Memorandum are also exempted from payment of Bid	MSEs possessing valid Udyam Registration Certificate as notified vide Gazette notification no. S.O. 2119(E) dated 26.06.2020 (as amended) issued by Ministry of Micro, Small and Medium Enterprises are also exempted from payment of Bid Security and will be eligible for other benefits as per PPP for MSEs order,2012, subject to following conditions:	

	<p>Security and will be eligible for other benefits as per PPP for MSEs order,2012 <u>irrespective of monetary limit /Capacity , if any mentioned in their registration certificate or Udyam Registration Certificate or Udyog Aadhar Memorandum</u>, subject to following conditions:</p> <p>a. <u>Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</u></p> <p>b. <u>Bidder submits the copy of valid registration certificate issued by any of the registration authorities as above or Udyog Aadhar Memorandum, as Micro or Small Enterprise.</u></p> <p>.....</p> <p>.....</p>	<p>a. <u>Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</u></p> <p>b. <u>Bidder submits the copy of valid Udyam Registration Certificate as Micro or Small Enterprise.</u></p> <p>.....</p> <p>.....</p>	
17.2 (Annexure-I of Standard tender /contract conditions for Service Contracts)	<p>Central Government Departments and Central Public Sector Undertakings are exempted from payment of Bid Security.</p> <p><u>MSEs registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyam Registration or any other body specified by Ministry of MSME or Udyog Aadhar Memorandum</u> are also exempted from payment of Bid Security and will be eligible for other benefits as per PPP for MSEs order,2012 <u>irrespective of monetary limit/Capacity, if any mentioned in their registration certificate or Udyam Registration Certificate or Udyog Aadhar Memorandum</u> subject to following conditions:</p>	<p>Central Government Departments and Central Public Sector Undertakings are exempted from payment of Bid Security.</p> <p><u>MSEs possessing valid Udyam Registration Certificate as notified vide Gazette notification no. S.O. 2119(E) dated 26.06.2020(as amended) issued by Ministry of Micro, Small and Medium Enterprises</u> are also exempted from payment of Bid Security and will be eligible for other benefits as per PPP for MSEs order,2012, subject to following conditions:</p>	Underlined portion modified.

	a. Bidder submits the copy of valid <u>registration certificate issued by any of the registration authorities as above or Udyam Registration or Udyog Aadhar Memorandum, as Micro or Small Enterprise.</u>	a. Bidder submits the copy of valid <u>Udyam Registration Certificate as Micro or Small Enterprise.</u>	
38.1 (Annexure-I of Standard Booklet MM/01)	<u>PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES REGISTERED WITH DISTRICT INDUSTRY CENTERS OR KHADI AND VILLAGE INDUSTRIES COMMISSION OR KHADI AND VILLAGE INDUSTRIES BOARD OR COIR BOARD OR NATIONAL SMALL INDUSTRIES CORPORATION OR DIRECTORATE OF HANDICRAFTS AND HANDLOOM OR UDYAM REGISTRATION OR ANY OTHER BODY SPECIFIED BY MINISTRY OF MSME OR UDYOG AADHAR MEMORANDUM</u>	<u>PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES POSSESSING VALID UDYAM REGISTRATION CERTIFICATE AS NOTIFIED VIDE GAZETTE NOTIFICATION NO. S.O. 2119(E) DATED 26.06.2020 (AS AMENDED) ISSUED BY MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES</u>	Underlined portion modified
36.1 (Annexure-I of Booklet ONGC/MM/02)	
29.1 (Annexure-I of Standard tender /contract conditions for Service Contracts)	

Annexure-III**Modifications to BEC for procurement of Goods and Service Contracts**

Clause No.	Existing Provisions	Proposed Provisions	Remarks
2.1, 2.1, 3.1 and 1.4 of C. Price Evaluation Criteria of BEC for ICB-Goods, Indigenous-Goods, ICB-Services and Indigenous-Services respectively	<u>PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES REGISTERED WITH DISTRICT INDUSTRY CENTERS OR KHADI AND VILLAGE INDUSTRIES COMMISSION OR KHADI AND VILLAGE INDUSTRIES BOARD OR COIR BOARD OR NATIONAL SMALL INDUSTRIES CORPORATION OR DIRECTORATE OF HANDICRAFTS AND HANDLOOM OR UDYAM REGISTRATION OR ANY OTHER BODY SPECIFIED BY MINISTRY OF MSME OR UDYOG AADHAR MEMORANDUM</u>	<u>PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES POSSESSING VALID UDYAM REGISTRATION CERTIFICATE AS NOTIFIED VIDE GAZETTE NOTIFICATION NO. S.O. 2119(E) DATED 26.06.2020 (AS AMENDED) ISSUED BY MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES</u>	Underlined portion modified