



PMC Cell – MM

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Circular No. 11/2020-cum IMMM Amendment No. MM/55/2020

No: MAT/PMC/13(182)/ 2020

Dated: 11.03.2020

Sub: Review of the provisions under para 1.3 of Integrated MM Manual pertaining to centralized procurement of items.

Reference is invited to para no. 1.3 of Integrated MM Manual, wherein list of centrally procured items by Corporate MM/other Centralized procurement set ups, for all the Work Centres of ONGC has been notified.

EC, in its 534th meeting held on 01 & 02.10.2019 has decided for revival of ONSG, Vadodara.

Accordingly, the list of items appearing under para 1.3.2 of Integrated MM manual, stands modified as per enclosed appendix-1 and such items for Onshore shall be procured through ONSG, Vadodara.

Henceforth, all cases where tender is not invited will be dealt by ONSG, Vadodara. Where BEC is approved or tender is already invited by Corporate MM, will be processed by Corporate MM till award of contract. After award of contract, these cases will be handed over to ONSG for execution and further action, if any. Old cases/files related to items, to be dealt by ONSG, will be handed over to ONSG. P&E, Delhi will hand over all cases related to ONSG. Work Center will sent their requirement to Head ONSG, Vadodara.

The organogram approved by EC is enclosed herewith.

Above guidelines should be meticulously followed by all concerned.

(A P Tripathi) 11/3/2020

ED-Chief MM Services

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.

Copy through e-mail:

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

Appendix-I

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

Para No.	Existing Provisions	Modified Provisions	Remarks																		
1.3	<p>For streamlining of procurements, Corporate MM shall handle procurement of items mentioned in para 1.3.1 and 1.3.2 of the MM Manual on centralized basis</p> <p>For procurement of all other items, services & works respective Assets/Basins/Institutes/ Plants etc. shall be responsible. Warehousing and Inventory management functions have been decentralised to respective work centers.</p> <p>In case of urgency for procurement of items/services listed under para 1.3.1 and 1.3.2 by the concerned work centers, prior approval of concerned Director and Director I/c MM shall be obtained.</p>	<p>For streamlining of procurements, Corporate MM <u>and ONSG</u> shall handle procurement of items mentioned in para 1.3.1 and 1.3.2 <u>respectively</u> of the MM Manual on centralized basis</p> <p>For procurement of all other items, services & works respective Assets/Basins/Institutes/ Plants etc. shall be responsible. Warehousing and Inventory management functions have been decentralised to respective work centers.</p> <p>In case of urgency for procurement of items/services listed under para 1.3.1 and 1.3.2 by the concerned work centers, prior approval of concerned Director and Director I/c MM shall be obtained.</p>	Underlined portion modified																		
1.3.2	<p>Other items to be centrally procured by Corporate MM for Onshore only are as follows:</p> <table border="1" data-bbox="322 1214 972 1401"> <thead> <tr> <th>Sl.No</th> <th>Name of equipment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hiring of Drilling Rigs;</td> </tr> <tr> <td>2</td> <td>Hiring of Work Over Rigs;</td> </tr> <tr> <td>3</td> <td>Hiring of Directional Drilling Tools and Services;</td> </tr> </tbody> </table>	Sl.No	Name of equipment	1	Hiring of Drilling Rigs;	2	Hiring of Work Over Rigs;	3	Hiring of Directional Drilling Tools and Services;	<p>Following items/ services will be procured/ hired centrally for Onshore only by ONSG, Vadodara:</p> <table border="1" data-bbox="1001 1214 1650 1449"> <thead> <tr> <th>Sl. No.</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Hiring of Drilling Rigs</td> </tr> <tr> <td>2.</td> <td>Hiring of Work Over Rigs</td> </tr> <tr> <td>3.</td> <td>Hiring of Directional Drilling Tools and Services</td> </tr> <tr> <td>4.</td> <td>Hiring of Services for O&M</td> </tr> </tbody> </table>	Sl. No.	Item Description	1.	Hiring of Drilling Rigs	2.	Hiring of Work Over Rigs	3.	Hiring of Directional Drilling Tools and Services	4.	Hiring of Services for O&M	Provisions modified
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4	Hiring of Services for O&M Contracts for Work Over Rigs;
5	Hiring of Special technology Services;
6	Purchase of Onland Drilling & Workover Rigs;
7	Upgradation and Refurbishment of Drilling & Workover Rigs;
8	Packers;
9	Wireline Winches;
10	Fishing Tools;
11	Mud Pumps;
12	BOPs;
13	Liquid Nitrogen/Acid/Frac Pumper;
14	CTU:
15	Hot Oiler units
16	Cementing Units and Batch Mixers *(MM/08/2015 dated 26.08.2015)

	Contracts for Drilling Rigs
5.	Hiring of Services for O&M Contracts for Work Over Rigs
5.	Hiring of special technology Services
7.	Purchase of Onland Drilling Rigs
8.	Purchase of Onland Workover Rigs
9.	Upgradation and Refurbishment of Drilling Rigs
10.	Upgradation and Refurbishment of Workover Rigs
11.	Procurement of Packers
12.	Procurement of Wireline Winches
13.	Procurement of Fishing Tools for Drilling & Well services
14.	Procurement of Mud Pumps
15.	Procurement of BOPs
16.	Procurement of BOP Accumulator Units
17.	Procurement of Liquid Nitrogen / Acid / Frac Pumper / Blender/Data Van/ Chemical Additive System (CAS) /Proppant Carrier/ MPPU / Hydration Unit etc
18.	Procurement of CTU
19.	Procurement of Hot Oiler units
20.	Procurement of Cementing Units & Batch Mixers
21.	Procurement of WSS Units
	Drilling / Well Services items
22.	Hiring of NDT Services/ Inspection of Tubulars

		23.	Hiring of Services for Repair/Rethreading of Tubulars
		24.	Refurbishment / Recertification of BOPs for DS & WS
		25.	Procurement of Mud Handling Equipment
		26.	Procurement of Non-Magnetic Drill Collar
		27.	Procurement of Down-hole tool/mud motor of all sizes
		28.	Procurement of Drill pipe spinner
		29.	Choke & Kill Manifold
		30.	BOP CUP tester, Test Plug and other well head accessories
		31.	HP Gate Valve of all sizes
		32.	All Handing Tools like slips, Elevators, Elevator Link, power Tongs, safety clamps, etc.
		33.	Hi Tech Drilling Tools
		34.	Casing Spool, Auto Driller
		35.	Hydraulic Casing / Tubing Tong with power unit
		36.	Inside BOP, Lower Kelly cock, upper Kelly cock / FOSV, Quick shutoff valves etc.
		37.	Kelly spinner
		38.	Hydraulic Torque Wrench
		39.	Master Bush with Inserts of all sizes
		40.	Capping Accessories
		41.	OEM spares
		42.	Stabilizer mandrel and sleeve
		43.	Core Barrel

44.	CUL Bushing
45.	Wire Rope, Wire Rope Snake and pulley
46.	Casing Line
Mechanical Equipment	
46.	Generator set (Above 250 KVA)
47.	Crown Block, Travelling Block & Hook
48.	Diesel Engines
49.	Independent Rotary Drive
50.	Air Winch
51.	Rotary table
52.	Rig Mast
53.	Mobile air compressor
54.	Kelly swivel
55.	Torque converter / Allison Transmission
56.	Twin Stop safety device
57.	Mobile Welding Set
58.	Draw Works
59.	Top Drive
60.	Iron Roughneck
61.	Hydraulic Cathead
62.	Vertical Pipe Handler
63.	Hydraulic Catwalk
64.	Mast Raising Hydraulic Cylinder
65.	Air Utility House with Compressor and Drier
66.	Brake Cooling System
67.	Auxiliary / Emergency Braking System as Disc Brake, ECB

68.	Hydraulic Rotary Table
Electrical Equipment	
69.	AC & DC Module
70.	Eddy Current Brake
71.	VFD Drives for Motor above 100 HP
72.	AC / DC Motor above 100 HP
73.	Electrical Air Compressor
74.	Alternator
Instrumentation Equipment	
75.	Drillo-meter
76.	Gas Detector
77.	Mud Volume Totalizer
78.	Record-o-graph
79.	Ton - KM Indicating system
80.	Tong Pull indicating system
81.	Rotary torque Indicating system
82.	Drilling Control System including Cyber Chair, HMI Screen, CCTV System (Operation)
83.	Instrumentation System
WSS Equipment	
84.	Treating Iron (Chiksan)
85.	Wireline BOP and wireline tools
86.	Coil Tubing Downhole tools
87.	Coil Tubing Reels
89.	Liquid Nitrogen tanks
90.	Tyres / Tubes/ Flaps of all sizes
91.	Proppants of all types (HSP/ISP/LSP)
92.	GP Screens
Cementing Equipment	

		93. Hiring of Cementing Services under Integrated Rig Hiring/Stand-alone basis.	
		94. Hiring of agency for TPI of cementing units.	
1.4	The Corporate Materials Management set up with Director – I/c MM is responsible for the following:-.	The Corporate Materials Management set up with Director – I/c MM is responsible for the following:-.	
1.4.1	All centralized Procurement cases for items indicated under para 1.3.1 and <u>1.3.2</u> and policy matters including liaison with the Govt.	All centralized Procurement cases for items indicated under para 1.3.1 and policy matters including liaison with the Govt.	Underlined portion modified
1.4.2	All items indicated under para 1.3.1 <u>and 1.3.2</u> are procured centrally by Corporate MM, Delhi. Requirement is to be raised by respective Asset/Basin/Services which will be consolidated at Corporate MM for tendering purposes.	All items indicated under para 1.3.1 are procured centrally by Corporate MM, Delhi. Requirement is to be raised by respective Asset/Basin/Services which will be consolidated at Corporate MM for tendering purposes.	Underlined portion modified
1.4.3	Providing superintendence to the Materials setup at various work centers with regard to different functions of Materials Management for example Inventory Control, Disposal, Codification, Standardisation of specifications, and Stock Verification etc.	Providing superintendence to the Materials setup at various work centers with regard to different functions of Materials Management for example Inventory Control, Disposal, Codification, Standardisation of specifications, and Stock Verification etc.	No change
1.5	The above functions are to be discharged by personnel of Materials Management discipline who will be so allocated to each work centre and Corporate MM, Delhi.	The above functions are to be discharged by personnel of Materials Management discipline who will be so allocated to each work centre and Corporate MM, Delhi.	No change
1.6	Various powers indicated in this manual shall stand updated in accordance with the revisions / amendments carried out to the respective provisions of BDP (from time to time). In case of	Various powers indicated in this manual shall stand updated in accordance with the revisions / amendments carried out to the respective provisions of BDP (from time to time). In case of	No change

<p>any conflict between the provisions of this Manual and the provisions of BDP, provisions contained under BDP shall prevail, unless specifically clarified by Chief MM Services. Further, in order to adhere to the provisions of BDP, while processing the cases to meet various type of requirements at Work Centers, It should be ensured that the case is processed by concerned department as per the provisions of BDP</p>	<p>any conflict between the provisions of this Manual and the provisions of BDP, provisions contained under BDP shall prevail, unless specifically clarified by Chief MM Services. Further, in order to adhere to the provisions of BDP, while processing the cases to meet various type of requirements at Work Centers, It should be ensured that the case is processed by concerned department as per the provisions of BDP</p>	
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Organizational Structure of ONSG

