



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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Circular No. 20/2019

No: MAT/PMC/13(24)1/2019

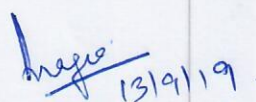
Dated: 13.09.2019

Sub: Emphasis on use of Government e-Marketplace (GeM) portal for purchase in ONGC.

Government of India (GOI) has created a one stop Government e-Marketplace (GeM) to facilitate on-line procurement of Goods & Services required by various Government departments/organizations/PSUs. Detailed guidelines for making purchases through GeM were notified vide Circular No. 52/2018 dated 04.10.2018. This was followed by Circular no. 56/2018 dated 27.10.2018 wherein an illustrative list of items available in GeM was enclosed.

Recently, Government of India has been laying emphasis on the use of Government e-Marketplace (GeM) portal and has also stressed upon the need for enhancement in procurement of Goods & Services required by Oil PSUs through GeM. MoPNG, vide its correspondence No. D-19021/2/2017-Admn dated 04.09.2019, has circulated a list of products and services of common use available on GeM, (Attached at Annexure-1), as per which these items are to be procured through GeM only.

It is once again reiterated that all efforts should be made to procure these Goods and Services only through GeM. Due care be taken to ensure that the Services available on GeM meet the required scope of work of ONGC.


(Ashwini Nagia)

ED-Chief MM Services

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Copy through e-mail to:

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.

Annexure - 1

F. No. D-19021/2/2017-Admn.
Government of India
Ministry of Petroleum and Natural Gas
(Administration Section)

Shastri Bhawan, New Delhi
Dated the 4th September, 2019

To,

1. Chairman/CMDs/MD
(IOCL, BPCL, HPCL, ONGC, OIL, GAIL, EIL, Balmer Lawrie & Co., OVL, MRPL, NRL, CPCL)
2. DG (DGH), DG (PPAC) and Secy (OIDB)
3. EDs CHT, OISD, PCRA

Sub: Meeting on implementation of Government e-Marketplace (GeM) held on 22nd August, 2019 in this Ministry – reg.

I am directed to say that in the meeting held under the Chairmanship of Shri Ashutosh Jindal, JS (Marketing and Administration) on 22nd August, 2019 to review the progress to achieve a procurement of Rs. 20,000 crore Gross Merchandise Volume (GMV) on GeM by Oil PSUs/ organizations under this Ministry during the financial year 2019-20, it was, inter-alia, decided that all Oil PSUs/ Organisations under this Ministry would start procurement of products and services of common use available on GeM only through GeM from 1.9.2019 onwards.

2. In this connection, a list of products and services of common use available on GeM and which can be procured through GeM has been prepared and is annexed herewith. It is requested to ensure that the products and services mentioned in the annexed list is procured in your PSU/Organisation only through GeM, from now onwards.

Encl.: As above. (P. 272-271)(C)

Parveen Kumar

(Parveen Kumar)

Under Secretary to the Government of India

Tel. No. 011-23384518

Copy to:-

Nodal Officers of CPSEs/Organization under this Ministry (As per List)

Copy also to:-

PPS to JS (M)

SI No	Item Descriptions
(A) IT related office equipments	
1	Desktop PCs, including All in one Desktop PCs
2	Laptop PC
3	Online UPS
4	Printers, including All in One Printer
5	Scanner
6	Photocopier Machines
7	Tablet
8	LED TVs
9	Video Conferencing Devices
10	Servers (Rack/Blade)
11	Switches (Layer 2 / Layer 3)
12	Router
13	Storage Area Network (SAN)
14	SAN Switches
15	Server rack
16	Wireless Access Point
17	Wireless Controller
18	Patch Cord, Fiber/ UTP cable
19	Projectors
20	Public Address system: Fixed & Portable
21	Large Format Displays
22	LCD Panels & Monitors
23	Operating System Software
24	Computer Kiosk
(B) Electrical/Mechanical items and equipments/machines:	
25	LED Luminaries
26	Battery: Lead Acid, SMF
27	EPABX System
28	Telephone Sets
29	Diesel Generator Sets

30	Fans
31	Geysers
32	Air Conditioners
33	Fridge/Deep Freezers
34	Microwave Oven
(C) Office Equipments	
35	Water Coolers
36	Portable Water Purifiers or Filters
37	Air Purifiers
38	Industrial Vacuum Cleaner
(D) Office Stationery Items	
39	Pen, Pencil, Eraser, Sharpener,
40	Writing Pads
41	Photocopy Paper
42	Toner & Cartridges
43	Stamp Pad
44	Carbon paper
45	Paper Weights
46	Glue
47	Folders
48	Envelops
49	Pencil Battery
50	Sanitorial Items
(E) Furniture Items	
51	Office Chairs
52	Sofa
53	Table
54	Storage Cabinets
55	Shoe Racks
56	Steel Almirah

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57	Dust Bins & Buckets
(F) Other Items	
58	Ambulances
(G) Services	
1	Manpower outsourcing services
2	Pest Control Services
3	Housekeeping services
4	Providing florist service like supply of flowers / bouquets etc
5	Vehicle hiring services
6	Leasing of services such servers etc
7	Canteen services
8	Product Maintenance Service - AMC/servicing contract for AC, Photocopy machine etc
9	Packaged Drinking Water Service
10	Scanning & Digitization Service
