



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. 09/2019-cum-Integrated MM Manual Amendment No. 49/2019- cum -BL
Amendment No. 01/114 and 02/89

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

Dated: 11.06.2019

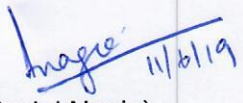
Sub: Allowing eligible MSEs to avail benefits of Public Procurement Policy

Reference is para 16.5.1 of Integrated MM Manual, which interalia stipulate that MSEs who are themselves, manufacturer of the items/ provider of services, they intend to quote, will be exempted from furnishing bid security / earnest money deposit against open and limited tenders irrespective of monetary limit mentioned in their registration certificate provided they submit evidence that they are registered for the item(s)/services they intend to quote.

The M/o MSME vide office memorandum no. F. No. 22(1)/2012-MA dated 24.10.2016 issued FAQs on PPP for MSEs, Order 2012 wherein it has been clarified that the benefits of Public Procurement Policy should be given to all eligible MSEs irrespective of relevance of product category. Accordingly, EPC in its meeting (10/2019) held on 10.06.2019 reviewed the subject provisions and modified as suitable for ONGC.

Accordingly, as per directive of EPC, relevant provisions of IMMM and tender conditions, BEC for procurement of goods and services stand modified as per attached Annexure-1

Above guidelines should be meticulously followed by all concerned.


(Ashwini Nagia)
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.

Statement showing existing vis-à-vis modified provisions

Modifications to the Integrated MM Manual			
Para No.	Existing Provisions	Proposed Provisions	Remarks
16.5 (IMMM)	Earnest Money Deposit / Bid security	Earnest Money Deposit / Bid security	No Change
16.5.1 (IMMM)	<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 who are themselves, manufacturer of the items/ provider of services, they intend to quote,</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 any other body specified by Ministry of MSME will be exempted from furnishing bid security / earnest money deposit against open and limited tenders irrespective of monetary limit mentioned in their registration certificate provided they submit evidence <u>that they are registered for the item(s)/services they intend to quote.</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>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 <u>or Udyog Aadhar Memorandum</u> will be exempted from furnishing bid security / earnest money deposit <u>and will be eligible for other benefits as per PPP for MSEs order,2012</u> against open and limited tenders irrespective of monetary limit/capacity, if any mentioned in their registration certificate <u>or Udyog Aadhar Memorandum, subject to following conditions:</u></p>	<p>Underlined portion in existing provision deleted.</p> <p>Underlined portion in proposed provision modified.</p>

		<p>a. <u>(Applicable for procurement of Goods/ procurement of equipment alongwith associated services like Installation, Commissioning, Training, AMC etc)</u></p> <p><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>EMD / Bid Security can be acceptable</p>	<p>EMD / Bid Security can be acceptable</p>	
<p>8.3 (i) (Terms & Conditions of Purchase Order for Purchases upto Rs.10.00 Lakhs,</p>	<p>Conditions applicable if the offer is from 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 any other body specified by Ministry of MSME.</p> <p>(i) 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</p>	<p>Conditions applicable if the offer is from 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 any other body specified by Ministry of MSME <u>or Udyog Aadhar Memorandum.</u></p> <p>(i) 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</p>	<p>Underlined portion in existing provision deleted. Underlined portion in proposed provision modified.</p>

IMMM)	<p>Handicrafts and Handloom or any other body specified by Ministry of MSME, it shall submit copy of valid Registration Certificate,. <u>The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.</u></p> <p>In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.</p> <p>.....</p>	<p>Handicrafts and Handloom or any other body specified by Ministry of MSME <u>or Udyog Aadhar Memorandum</u>, it shall submit copy of valid Registration Certificate <u>issued by any of the registration authorities as above or Udyog Aadhar Memorandum 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:</u></p> <p>a. <u>Bidder is participating in tender as manufacturer of the quoted item and not as a trader/dealer.</u></p> <p>In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur <u>or owned by Women</u>, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST <u>or Women</u> entrepreneur should also be enclosed.</p> <p>.....</p>	
-------	---	---	--

Modifications to the Tender conditions for procurement of Goods (Booklets 01 and 02) and Service Contracts			
Clause No.	Existing Provisions	Proposed Provisions	Remarks
(Annexure-I) 10.0 of Booklet ONGC/MM/01 & 02 respectively 9.0 of Service Contracts	DOCUMENTS COMPRISING THE BID	DOCUMENTS COMPRISING THE BID	
(Annexure-I) 10.1 of Booklet ONGC/MM/01 & 02 respectively 9.1 of Service Contracts	The bid prepared by the Bidder shall comprise the following components, duly completed:	The bid prepared by the Bidder shall comprise the following components, duly completed:	
10.1 (u) (Annexure-I of Standard Booklet ONGC/MM/01) 10.1 (t) (Annexure-I of Standard Booklet ONGC/MM/02) 9.1(h) (Standard tender /contract conditions for Service Contracts)	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 any other body specified by Ministry of MSME. <u>The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.</u> In case bidding MSE is owned by Schedule	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 any other body specified by Ministry of MSME <u>or Udyog Aadhar Memorandum.</u> In case bidding MSE is owned by Schedule	Underlined portion in existing provision deleted. Underlined portion in proposed provision modified.

	<p>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>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><u>(following provision to be incorporated in Booklet 01 and 02 only)</u></p> <p><u>Following undertaking shall be submitted by MSE bidders:</u></p> <p><u>"I/We are aware that benefits under PPP for MSE, Order 2012 are available only to manufacturer of quoted item and not to the trader/dealer. I/We confirm that bid is submitted as manufacturer of the quoted item and hence would like to avail the benefits of exemption from submission of EMD and Purchase Preference in this tender."</u></p> <p><u>OR</u></p> <p><u>"I/We are aware that benefits under PPP for MSE, Order 2012 are available only to manufacturer of quoted item and not to the trader/dealer. I/We are not manufacturer of quoted item and since bid is submitted as trader/dealer, I/We are not eligible for benefits of exemption from submission of EMD and Purchase Preference in this tender."</u></p> <p><u>[*Strike through, whichever is not applicable.]</u></p>	
--	---	--	--

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 in existing provision deleted.
23.2 Annexure-I of Standard Booklet ONGC/MM/02	<p>MSEs <u>units (and not their dealers/distributors) who are themselves, manufacturer of the items/provider of services, they intend to quote which are themselves</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 any other body specified by Ministry of MSME are also exempted from payment of Bid Security irrespective of monetary limit mentioned in their registration certificate provided they <u>are registered for the items they intend to quote.</u></p> <p>Firms registered with ONGC are also exempted from payment of Bid Security for purchases exceeding Rs.1.00 lakh only against limited tenders in normal tender procedure (present monetary limit for inviting limited tenders is Rs 10.00 lakhs)</p>	<p>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 <u>or Udyog Aadhar Memorandum</u> are also exempted from payment of Bid Security <u>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 <u>or Udyog Aadhar Memorandum, subject to following conditions:</u></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>Firms registered with ONGC are also exempted from payment of Bid Security for purchases exceeding Rs.1.00 lakh only against limited tenders in normal tender procedure (present monetary limit for inviting limited tenders is Rs 10.00 lakhs)</p>	Underlined portion in proposed provision modified.

	provided such firms are registered for the item (s) they intend to quote and they enclose with their offer a copy of latest and current registration certificate.	provided such firms are registered for the item (s) they intend to quote and they enclose with their offer a copy of latest and current registration certificate.	
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 units (and not their dealers/distributors) who are themselves, manufacturer of the items/ provider of services, they intend to quote which are themselves 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 are also exempted from payment of Bid Security irrespective of monetary limit mentioned in their registration certificate provided they are registered for the Services they intend to quote.</u></p>	<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 any other body specified by Ministry of MSME or Udyog Aadhar Memorandum are also exempted from payment of Bid Security and will be eligible for other benefits as per PPP for MSEs order,2012 irrespective of monetary limit/Capacity, if any mentioned in their registration certificate or Udyog Aadhar Memorandum subject to following conditions:</u></p> <p>a. <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>Underlined portion in existing provision deleted.</p> <p>Underlined portion in proposed provision modified.</p>
38.1 (Annexure-I of Standard Booklet)	PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES REGISTERED WITH DISTRICT INDUSTRY CENTERS OR	PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES REGISTERED WITH DISTRICT INDUSTRY CENTERS OR	Underlined portion modified

MM/01)		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.	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 UDYOG AADHAR <u>MEMORANDUM.</u>	
36.1 (Annexure-I of Booklet ONGC/MM/02)	of			
29.1 (Annexure-I of Standard tender /contract conditions for Service Contracts)				

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-ICB-Goods, BEC-Indigenous-Goods, BEC-ICB-Services and BEC-Indigenous-Services respectively	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 ANY OTHER BODY SPECIFIED BY MINISTRY OF MSME.	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 ANY OTHER BODY SPECIFIED BY MINISTRY OF MSME <u>OR UDYOG AADHAR MEMORANDUM.</u>	Underlined portion modified
7 of B. Commercial Rejection Criteria of BEC-ICB-Goods & BEC-Indigenous-Goods (existing clause at 7. Shall be renumbered accordingly)	No provision exists	<u>In case bidder is a MSE, the undertaking as per clause 10.1 (u) of Instructions to Bidders (ITB) shall be submitted.</u>	New clause