



PMC Cell – MM

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Circular No. 03/2019 -cum-Integrated MM Manual Amendment No. 47/2019

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Sub: Sampling, Bonding, Testing, De-bonding and Dispatch of chemicals.

Reference is invited to provisions under para 21 and 26 of Integrated MM Manual, wherein provisions on deputing ONGC official for sampling, bonding, testing, de-bonding and dispatch of chemicals have been detailed.

EPC, in its meeting (28/2018) held on 26.12.2018 has reviewed the existing procedure on sampling, bonding, testing, de-bonding and dispatch of chemicals.

In the aforesaid meeting of EPC, interalia, following decisions have been taken:


- (i) In all cases where chemicals are to be imported, ONGC chemists shall not be deputed abroad for sampling, bonding, testing, de-bonding and dispatch of Chemicals. Instead, these activities shall be carried out at firm's premises through a TPI agency engaged/hired and paid by ONGC. TPI agency shall be responsible for sampling, bonding, testing & issuance of test report, de-bonding of material if the same passes in lab test and supervision of dispatch of Chemicals and shall be empanelled centrally by Corporate MM

Till the time exercise for empanelment of TPI agencies is completed, the prevailing practice shall continue.
- (ii) For all indigenously sourced chemicals whether centrally procured by Corporate MM or procured by individual Work Centres, the inspection (Sampling and Testing) shall be carried out by ONGC chemist at destination and payment should be released upon taking of material on charge after testing and acceptance. The destination inspection process for centrally procured indigenous chemicals shall be monitored by PMC / Chief Labs for a period of six months for any further review.
- (iii) For procurement of chemicals, provision for submission of test report along with bid shall be dispensed with. However, in respect of performance chemicals, in case a bidder wishes to get their material tested in ONGC lab on payment basis before submission of their offer, then such facility on payment basis shall be available. Nevertheless, the submission of test report with bid shall not be required / mandatory.

- (iv) In case of centrally procured chemicals from indigenous sources wherein delivery to multiple consignees is involved, it shall be stipulated in tender conditions and PO that material delivered to each consignee would be considered as an independent and separate lot and there shall be no linkage with material delivered to another consignee. Further, bulk sample test result of a consignee would be treated as unique and distinct and same shall not be referenced to or compared with bulk sample test result of another consignee.
- (v) In order to ensure that single point responsibility is vested with the vendor till delivery of material to ONGC, for chemicals procured from indigenous sources the placement of order shall be done on FOR destination basis ONLY (Not on Ex-works basis plus transportation through AIMT contract).

In accordance with the decisions taken in the aforesaid meeting of EPC, relevant provisions of Integrated MM Manual stand modified as per Annexure-A. Standard Operating Procedure (SOP) for the destination inspection/Sampling and testing process of Chemicals along with roles, responsibilities and the timelines for completion of respective activities including payment has been devised for compliance by all concerned and is attached at Annexure-B. The work center shall incorporate suitable clauses in Tender documents and Purchase Order in line with IMMM provisions on chemicals.

Above guidelines should be meticulously followed by all concerned.



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ED-Head PMC

Officiating ED-Chief MM Services

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Annexure-A

Statement showing existing vis-à-vis modified provisions of Integrated MM Manual.

Para No.	Existing provisions	Modified Provisions	Remarks
21.5	Inspection and rejection of Materials by Consignee(s)	Inspection and rejection of Materials by Consignee(s)	No change
21.5.1	When materials are rejected by the consignee, the Materials Management Officer concerned will intimate to the contractor the details of such rejected stores, as well as the reasons for their rejection and that the materials are lying in the consignee's premises at the risk and cost of the contractor. He will also call upon him either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous, infested and perishable stores within 48 hours, failing which the consignee will either return the materials to the contractor freight to pay or otherwise dispose them of at the contractor's risk and cost. The Materials Management Officer will also intimate to the Finance and Accounts Officer concerned the quantity of the materials rejected to enable him to recover the freight due at the full public tariff rates from the contractor. The purchaser shall also be entitled to recover handling and storage charges for the period, during which the rejected stores are not removed @ 5% of the value of materials for each month or part	When materials are rejected by the consignee, the Materials Management Officer concerned will intimate to the contractor the details of such rejected stores, as well as the reasons for their rejection and that the materials are lying in the consignee's premises at the risk and cost of the contractor. He will also call upon him either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous, infested and perishable stores within 48 hours, failing which the consignee will either return the materials to the contractor freight to pay or otherwise dispose them of at the contractor's risk and cost. The Materials Management Officer will also intimate to the Finance and Accounts Officer concerned the quantity of the materials rejected to enable him to recover the freight due at the full public tariff rates from the contractor. The purchaser shall also be entitled to recover handling and storage charges for the period, during which the rejected stores are not removed @ 5% of the value of materials for each month or part	Underlined portion modified

Para No.	Existing provisions	Modified Provisions	Remarks
	of a month till the rejected materials are finally disposed off.	of a month till the rejected materials are finally disposed off. <u>In case of Chemicals para no. 21.7.1(II) shall be applicable.</u>	
21.6	Bulk Inspection (wherever applicable) The bulk items (e.g. chemicals) shall be accepted in accordance with the samples approved. The Inspector shall be given sufficient notice which shall not be less than 21 working days to plan out the bulk inspection. Percentage would be arranged by the vendor on the same lines as in case of the pilot samples and the test charges would be dealt with accordingly.	Procurement <u>and inspection</u> of oil field chemicals	(i) In order to bring all the provision at one place heading of para modified by inserting underlined portion shifted from para no 26 and existing para 21.6 deleted
26.1	Procurement process	Procurement process	(i) In order to bring all the provision at one place provision under 26.1 to 26.1.6 shifted here and renumbered as (i), (ii), (iii) under 21.6 to maintain numbering of the subsequent provisions

Para No.	Existing provisions	Modified Provisions	Remarks
26.1.2 Renumbered as 21.6 (i)	In the case of low quantity and low value chemicals, proprietary chemicals and new chemicals for which standardized specifications have not been formulated, the User/Indentor at the concerned work centre (Asset/Basin/Plant/Institute/ Services) can formulate the specifications including the modalities of testing and also the packing and marking details in consultation with Chief Labs and get the same approved by the concerned Level-I executive of the work centre (Asset/Basin/Plant /Institute/ Services) before forwarding it to Material Management Dept. along with the indent for taking procurement action.	(i) In the case of low quantity and low value chemicals, proprietary chemicals and new chemicals for which standardized specifications have not been formulated, the User/Indentor at the concerned work centre (Asset/Basin/Plant/Institute/ Services) can formulate the specifications including the modalities of testing and also the packing and marking details in consultation with Chief Labs and get the same approved by the concerned Level-I executive of the work centre (Asset/Basin/Plant /Institute/ Services) before forwarding it to Material Management Dept. along with the indent for taking procurement action.	No Change
26.1.3 Renumbered as 21.6 (ii)	Procurement method to be followed for chemicals will be the same. The only difference will come in the quality testing of the chemicals and the additional test report that should be provided along with the chemicals. The laboratory test reports should be from ONGC approved labs and should not be older than 18 months from date of tender opening.	(ii) Procurement method to be followed for chemicals will be the same. For procurement of chemicals, submission of test report along with bid shall not be required / mandatory. However, in respect of performance chemicals, in case a bidder wishes to get their material tested in ONGC lab on payment basis before submission of their offer, then such facility on payment basis shall be available.	Provisions modified
26.1.4 Renumbered as 21.6 (iii)	Laboratories of repute in the country for testing of chemicals required by ONGC will be inspected and those found upto the mark	(iii) Laboratories of repute in the country for testing of chemicals required by ONGC will be inspected and those found upto the mark	Underlined portion modified

Para No.	Existing provisions	Modified Provisions	Remarks
	approved by the authority (ies) so decided from time to time for this purpose by <u>Director (Drilling)</u> in consultation with Director (Exploration) for different chemical(s) / group(s) of chemicals. Capacity and capability of laboratories before empanelment will invariably be verified. Test reports of the samples not found up to the mark will be notified to the concerned manufacturer / their authorised dealers so as to enable them to improve their products.	approved by the authority (ies) so decided from time to time for this purpose by <u>Director (T&FS)</u> in consultation with Director (Exploration) for different chemical(s) / group(s) of chemicals. Capacity and capability of laboratories before empanelment will invariably be verified. Test reports of the samples not found up to the mark will be notified to the concerned manufacturer / their authorised dealers so as to enable them to improve their products.	
26.1.5 Renumbered as 21.6 (iv)	Payment and Delivery and Tracking process will be the same as indicated in the section on payment procedure	(iv) Payment and Delivery and Tracking process will be the same as indicated in the section on payment procedure	No Change
26.1.6	Offers from suppliers not falling under the above criteria will not be considered.		Deleted
21.6 (v)	Not existing	For procurement of chemicals from indigenous sources, in order to ensure that single point responsibility is vested with the vendor till delivery of material to ONGC, the placement of order shall be done on FOR destination basis ONLY (Not on Ex-works basis plus transportation through AITMT contract)	New Provision
21.6.1	Sampling procedure will be as per the requirement of the Inspection Authority. This should however be shared upfront at the time of tendering.	Sampling procedure will be as per the requirement of the Inspection Authority. This should however be shared upfront at the time of tendering.	No change

Para No.	Existing provisions	Modified Provisions	Remarks
21.6.2	In case of bulk supplies of oil field chemicals from abroad; if situation so warrants, TPI may be resorted to with the approval of Director concerned	<p>In all cases where chemicals are to be imported sampling, bonding, testing, de-bonding and supervision of dispatch of Chemicals shall be carried out through a TPI agency, which shall be engaged/hired and paid by ONGC.</p> <p>TPI agencies for testing of Chemicals shall be empanelled centrally by corporate MM. The quotation from such empanelled TPI agencies shall be sought on case to case basis by the concerned section as per provisions under para 21.2.2.</p> <p>A sampling and testing plan (QAP) to be followed by TPI agency should be worked out for every item and same should be incorporated in the tender document / purchase order placed on a chemical vendor. Like-wise, the work order on TPI agency should categorically indicate the QAP, the detailed scope of TPI and the deliverables required from them.</p>	Provisions modified
21.7	Sampling, bonding and de-bonding of bulk <u>materials</u> (chemicals)	Sampling, bonding, testing, de-bonding and dispatch of bulk chemicals	Heading modified.

Para No.	Existing provisions	Modified Provisions	Remarks
21.7.1	Before despatch of material, sampling / bonding of each lot of oil field chemicals will be done at firm's premises by a Chemist; the chemist will be accountable for proper quality check as well as bonding. The Chemist will ensure that supply of chemicals is in manufacturer's original packing as specified in the supply order. Each bag / drum of the product should bear mark of the manufacturer, name of the chemical, Lot No, Batch No., date of manufacture and Supply order No. Testing of the samples will be carried out in the ONGC laboratories / ONGC approved laboratories.. It should be ensured by purchaser that the chemist for the required purposes is deputed within 15 days of receiving notification from supplier. All delays must be brought to the notice of L-1 for expediting the same.	21.7.1 (I) <u>For imported Supplies:</u> A TPI agency shall be deputed for sampling, bonding, testing & issuance of test report, de-bonding of chemical if the same passes in lab test and supervision of dispatch of chemicals at supplier's end, which shall be engaged/hired and paid by ONGC. TPI agency will be accountable for proper quality check as well as bonding/de-bonding and supervision of dispatch of chemicals. In order to ensure dispatch of material by the supplier in the presence of TPI agency deputed abroad for sampling, bonding, testing & issuance of test report, de-bonding and dispatch of chemicals, suitable provisions will be made in supply order that the supplier shall dispatch material in the presence of the TPI agency deputed for sampling, bonding, testing & issuance of test report, de-bonding and supervision of dispatch of chemicals and the supplier should ensure availability of containers before sending inspection call to ONGC, enabling sealing of containers for dispatch in the presence of TPI agency deputed by ONGC.	Provisions modified.
21.7.2	Total four bulk samples will be drawn during sampling / bonding. The bulk samples taken at supplier's premises will have the seal of both, the party and ONGC.		
21.7.3	Two samples will be sent to lab. for test, one sample will be given to supplier and the fourth one is to be retained with Chemistry Dept. Chemistry Dept. Shall forward the sample directly to the laboratory and only send the intimation to the Purchase Dept. regarding forwarding of samples to the laboratory for testing.	The TPI agency will ensure that supply of chemicals is in manufacturer's original packing as specified in the supply order. Each bag / drum of the product should bear mark of the	

Para No.	Existing provisions	Modified Provisions	Remarks
21.7.4	In all cases where sample has passed the test and there is no dispute, the sample will be destroyed after one month from the date of receipt of corresponding bulk consignment at the Project. In case of any dispute, these samples shall be retained till resolution of said dispute. Destruction / non-destruction of such samples shall not override the supplier's obligations under warranty / shelf life or any other supply order conditions.	<p>manufacturer, name of the chemical, Lot No, Batch No., date of manufacture and Supply order No.</p> <p>Testing of the samples will be carried out in the manufacturer's test labs. It should be ensured by purchaser that the TPI for the required purposes is deputed within 15 days of receiving notification from supplier. All delays must be brought to the notice of L-1 for expediting the same.</p> <p>Note : Till the time exercise for empanelment of TPI agencies is completed, the following prevailing practice as contained in the following provisions shall continue</p> <p>A Chemist shall be deputed abroad for sampling, bonding, testing, de-bonding and</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>dispatch of chemicals at supplier's end only if the lot value in a PO exceeds US\$ 1 million; the chemist will be accountable for proper quality check as well as bonding.</p> <p>For despatch of material by the supplier in the presence of team of officers deputed abroad for inspection, testing and bonding, each case will be decided on merit after taking into consideration the position of availability of ships etc.</p> <p>In order to ensure despatch of material by the supplier in the presence of ONGC's representative deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals, suitable provisions will be made in supply order reserving ONGC's right to ask the supplier to despatch material in the presence of the representative of ONGC deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals and the supplier should ensure availability of containers before sending inspection call to ONGC, enabling sealing of containers for dispatch in the presence of ONGC's representative(s).</p> <p>For the supplies where the lot value in a PO less than US\$ 1 million, supplier shall be asked to provide satisfactory manufacturer test certificate</p> <p>However, the supplies will be tested and</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>inspected on receipt before taking the material on charge. This process will not take a period of more than 30 days. No Chemist for sampling and bonding in these cases will be detailed. However, the supplier will be asked to give a certificate to the effect that the product in question has been tested by the ONGC approved laboratory. Each packing will bear mark of the manufacturer as well as name of the Chemical, Lot No. / Batch No., Date of manufacture and supply order number.</p> <p>In cases where ONGC Chemist is required to be deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals, all necessary formalities such selection of Chemist to be deputed, obtaining necessary approvals etc. should be completed well in advance, so that the chemists are deputed within 21 days from the date of receipt of inspection call from the foreign suppliers.</p> <p>21.7.1(II) <u>Destination Sampling and testing of chemicals procured from Indigenous sources.</u></p> <p>Destination sampling and testing shall be carried for all the chemicals procured from indigenous sources (whether against NCB or ICB or any other type of tenders, including those centrally procured by Corporate MM).</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>In above type of cases, provisions shall be incorporated that each packing will bear mark of the manufacturer as well as name of the Chemical, Lot No. / Batch No., Date of manufacture and supply order number. The supplies will be tested and inspected on receipt before taking the material on charge by ONGC. Samples shall be drawn by a Chemist from ONGC. Supplier shall depute its representative at its own cost for witnessing sampling of chemicals at destination, for which an intimation shall be given by ONGC to the supplier. However, in case supplier do not deputes its representative within time specified in intimation, ONGC shall carry out sampling without presence of supplier's representative.</p> <p>Further, in case material is not found conforming to the specification, the supplier shall lift and replace the material within two weeks from the date of intimation at supplier's cost. In case the material is not lifted and replaced by the supplier within two weeks, ONGC may decide to return rejected material to supplier on freight to pay basis at risk and cost of the supplier. Supplier shall provide an undertaking to this effect along with bid.</p> <p>In order to ensure that payment to the supplier is not delayed and the consumption of the chemicals begins at the earliest, the process of</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>sampling and testing at destination shall be completed within 16 days of the arrival of chemicals at destination as per SOP. For cases where time in excess to 16 days is envisaged approval of ED-Chief Labs shall be obtained with proper justifications.</p> <p>No Chemist for sampling and bonding in these cases will be deputed at firm's premises.</p> <p>Total four bulk samples will be drawn during sampling / bonding. The bulk samples taken at destination will have the seal of both, the party and ONGC. However, in case supplier do not depute its representative within time specified in intimation by ONGC regarding sampling, ONGC shall carry out sampling without presence of supplier's representative and such bulk samples shall bear seal of ONGC only.</p> <p>Two samples will be sent to lab for test, one sample will be given to supplier and the fourth one is to be retained with Chemistry Dept. Chemistry Dept. Shall forward the sample directly to the laboratory and only send the intimation to the Purchase Dept. regarding forwarding of samples to the laboratory for testing.</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>In all cases where sample has passed the test and there is no dispute, the sample will be destroyed after one month from the date of receipt of corresponding bulk consignment at the Project. In case of any dispute, these samples shall be retained till resolution of said dispute. Destruction / non-destruction of such samples shall not override the supplier's obligations under warranty / shelf life or any other supply order conditions.</p> <p>Standard Operating Procedure (SOP) for the destination inspection i.e. sampling & testing of Chemicals and payment thereof along with roles, responsibilities and the timelines for completion of respective activities including payment has been enclosed at Appendix 17.</p> <p><u>Note 1:</u> In case of centrally procured chemicals from indigenous sources wherein delivery to multiple consignee is involved, it shall be stipulated in tender conditions and PO that material delivered to each consignee would be considered as an independent and separate lot and there shall be no linkage with material delivered to another consignee. Further bulk sample test result of a consignee would be treated as unique and distinct and same shall not be referenced to or compared with bulk sample test result of another</p>	

Para No.	Existing provisions	Modified Provisions	Remarks
		<p>consignee.</p> <p><u>Note 2:</u> In cases of source/destination sampling, where samples have been collected by an ONGC official, same official shall not be deputed for testing of such samples.</p> <p><u>Similarly, in case of material inspected at source, official deputed for sampling at source shall not be deputed for sampling of same lot at destination, if so required.</u></p>	
21.8	Rejection of sample	Rejection of sample	No change
21.8.1	The materials rejected by the Inspection Officer during this inspection will be replaced by the vendor immediately, latest within two weeks of such rejection. Any rejection by Inspecting Officer shall be considered final and binding on the vendor and such terms should be included in the contract.	The materials rejected by the Inspection Officer during this inspection will be replaced by the vendor immediately, latest within two weeks of such rejection. Any rejection by Inspecting Officer shall be considered final and binding on the vendor and such terms should be included in the contract.	No change
21.8.2	In the event of bulk sample getting rejected, the supplier will be asked to reprocess it and offer	In the event of bulk sample getting rejected, the supplier will be asked to reprocess it and offer	No change

Para No.	Existing provisions	Modified Provisions	Remarks
	<p>again. However if the product fails even second time, the supplier will have the option to get it tested on payment basis in his presence from the same laboratory where it was tested earlier on following conditions:-</p> <p>a. ONGC will refund the testing fee if the earlier results are found faulty.</p> <p>b. The supplier on his part will be debarred from participating in ONGC tenders for a period of one year if earlier results are confirmed. If supplier does not resort to testing on payment basis, sample shall be rejected and the supplier on his part will be debarred from participating in ONGC tenders for a period of one year.</p> <p>c. Failure of two consecutive lots may result into cancellation of purchase order and forfeiture of PS</p>	<p>again. However if the product fails even second time, the supplier will have the option to get it tested on payment basis in his presence from the same laboratory where it was tested earlier on following conditions:-</p> <p>a. ONGC will refund the testing fee if the earlier results are found faulty.</p> <p>b. The supplier on his part will be debarred from participating in ONGC tenders for a period of one year if earlier results are confirmed. If supplier does not resort to testing on payment basis, sample shall be rejected and the supplier on his part will be debarred from participating in ONGC tenders for a period of one year.</p> <p>c. Failure of two consecutive lots may result into cancellation of purchase order and forfeiture of PS</p>	
21.9	De-bonding and dispatch of bulk <u>materials (chemicals)</u>	Deleted	Covered under 21.7.1 above modified
21.9.1	Debonding of materials at supplier's premises will be done by a Chemist; the chemist will be accountable for proper debonding.		
21.9.2	Despatch of mud chemicals to consuming points will be handled by ONGC personnel or through		

Para No.	Existing provisions	Modified Provisions	Remarks
	some contractor and priority accorded so as ensure regular uninterrupted supplies.		
21.10	Random Sampling	Random Sampling	
21.10.1	No random sampling will be done at the destination. However in case random sampling becomes necessary due to complaint from the user about substandard supply then sampling will be done on the basis of specific approval of the concerned key executive/ CPA / Director concerned. <u>Retesting in such cases will be got done from the same laboratory where sample of bulk supply was tested earlier. For this, suitable provision for right of rejection at destination and replacement of rejected materials free of cost will be made in supply order.</u>	<u>For the material inspected at source, suitable provision shall be made in supply order that ONGC reserves the right to carry out random sampling at destination in the presence of supplier's representative.</u> However, in case supplier does not depute its representative within time specified in intimation by ONGC regarding sampling, ONGC shall carry out sampling without presence of supplier's representative. <u>The samples so collected shall be tested at designated ONGC Labs. Random sampling will be done on the basis of specific approval of the concerned key executive. Rejected materials shall be replaced by the supplier free of cost.</u>	Underlined portion modified.
21.10.2	It will be a condition of the contract that supplies not found as per requirement at destination will be replaced free of cost by the supplier.	It will be a condition of the contract that supplies not found as per requirement at destination will be replaced free of cost by the supplier.	No change
21.11	Sub-standard Delivery of Items and Services	Sub-standard Delivery of Items and Services	No change
21.11.1	Substandard quality of supply	Substandard quality of supply	No change
	a. For normal procurement of items,	a. For normal procurement of items,	

Para No.	Existing provisions	Modified Provisions	Remarks
	<p>substandard items should not be accepted. However, in exceptional circumstances, materials under deviation in specification may be accepted on the recommendations of a committee consisting of one representative each from Materials Management, Finance and Indentor (Chemistry in case of chemicals) at the level next below the level who is empowered to approve the rates for sub-standard materials. The rates for sub-standard supplies will be approved in each individual case by Authority one level above CPA in whose powers the purchase falls & for EPC cases CA will be Concerned Director. In all such cases, the quantum of price reduction will be determined after taking into account the loss in utility as assessed by the indentor. Such material shall be accepted only after ensuring of cost benefits to ONGC</p> <p>b. However in case of substandard supplies of chemicals penalty should be appropriately levied. Also, in case there are instances of repeatedly supplying substandard stock of chemicals, the vendor should be banned</p>	<p>substandard items should not be accepted. However, in exceptional circumstances, materials under deviation in specification may be accepted on the recommendations of a committee consisting of one representative each from Materials Management, Finance and Indentor (Chemistry in case of chemicals) at the level next below the level who is empowered to approve the rates for sub-standard materials. The rates for sub-standard supplies will be approved in each individual case by Authority one level above CPA in whose powers the purchase falls & for EPC cases CA will be Concerned Director. In all such cases, the quantum of price reduction will be determined after taking into account the loss in utility as assessed by the indentor. Such material shall be accepted only after ensuring of cost benefits to ONGC</p> <p>b. However in case of substandard supplies of chemicals penalty should be appropriately levied. Also, in case there are instances of repeatedly supplying substandard stock of chemicals, the vendor should be banned</p>	
21.12	<p>Third party inspection for accepting bulk supplies of oil field chemicals from abroad.</p> <p>A Chemist shall be deputed abroad for sampling, bonding, testing, de-bonding and</p>	Deleted	Modified provisions incorporated under 21.7.1

Para No.	Existing provisions	Modified Provisions	Remarks
	<p>dispatch of chemicals at supplier's end <u>only if the lot value in a PO exceeds US\$ 1 million; the chemist will be accountable for proper quality check as well as bonding.</u></p> <p>For despatch of material by the supplier in the presence of team of officers deputed abroad for inspection, testing and bonding, each case will be decided on merit after taking into consideration the position of availability of ships etc.</p> <p>In order to ensure despatch of material by the supplier in the presence of ONGC's representative deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals, suitable provisions will be made in supply order reserving ONGC's right to ask the supplier to despatch material in the presence of the representative of ONGC deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals and the supplier should ensure availability of containers before sending inspection call to ONGC, enabling sealing of containers for dispatch in the presence of ONGC's representative(s).</p> <p>For the supplies where the lot value in a PO less than US\$ 1 million, supplier shall be asked to provide satisfactory manufacturer test certificate.</p>		

Para No.	Existing provisions	Modified Provisions	Remarks
	However, the supplies will be tested and inspected on receipt before taking the material on charge. This process will not take a period of more than 30 days. No Chemist for sampling and bonding in these cases will be detailed. Each packing will bear mark of the manufacturer as well as name of the Chemical, Lot No. / Batch No., Date of manufacture and supply order number.		
21.12	No provisions exist	Packing Instructions: Packing instructions as notified by the Chief-Labs for each category of chemicals shall be suitably incorporated in the POs.	New provision
22.2.12	No provisions exist	<p>Payment process for cases pertaining to procurement of Chemicals:</p> <p>(I) In case of foreign suppliers Sampling, Bonding, Testing, De-bonding & Dispatch shall be carried out at firm's premises, and the payment shall be released against LC upon presentation of shipping documents alongwith TPI inspection report conforming to purchase order specifications.</p> <p>(II) For cases pertaining to indigenous supply of chemicals where the inspection (Sampling and Testing) shall be done at destination, payment shall be released after acceptance of material against receipt of test report conforming to purchase order specifications issued by ONGC/ONGC authorised labs.</p>	New Provisions incorporated

Para No.	Existing provisions	Modified Provisions	Remarks
26	Procurement of oil field chemicals		In order to bring all the provision at one place heading of para shifted to para no 21.6.
26.1	Procurement process		Shifted under para 21.6
26.1.2	In the case of low quantity and low value chemicals, proprietary chemicals and new chemicals for which standardized specifications have not been formulated, the User/Indentor at the concerned work centre (Asset/Basin/Plant/Institute/ Services) can formulate the specifications including the modalities of testing and also the packing and marking details in consultation with Chief Labs and get the same approved by the concerned Level-I executive of the work centre (Asset/Basin/Plant /Institute/ Services) before forwarding it to Material Management Dept. along with the indent for taking procurement action.		Shifted under para 21.6
26.1.3	Procurement method to be followed for chemicals will be the same. The only difference will come in the quality testing of the chemicals and the additional test report that should be provided along with the chemicals. The laboratory test reports should be from ONGC approved labs and should not be older than 18 months from date of tender opening.		Shifted under para 21.6

Para No.	Existing provisions	Modified Provisions	Remarks
26.1.4	Laboratories of repute in the country for testing of chemicals required by ONGC will be inspected and those found upto the mark approved by the authority (ies) so decided from time to time for this purpose by <u>Director (Drilling)</u> in consultation with Director (Exploration) for different chemical(s) / group(s) of chemicals. Capacity and capability of laboratories before empanelment will invariably be verified. Test reports of the samples not found up to the mark will be notified to the concerned manufacturer / their authorised dealers so as to enable them to improve their products.		Shifted under para 21.6
26.1.5	Payment and Delivery and Tracking process will be the same as indicated in the section on payment procedure		Shifted under para 21.6
26.1.6	Offers from suppliers not falling under the above criteria will not be considered.		Shifted under para 21.6
26.1.7	<p>A Chemist shall be deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals at supplier's end only if the lot value in a PO exceeds US\$ 1 million; the chemist will be accountable for proper quality check as well as bonding.</p> <p>For despatch of material by the supplier in the presence of team of officers deputed abroad for inspection, testing and bonding, each case will be decided on merit after taking into consideration the position of availability of ships</p>	Deleted	Covered under Modified 21.7.1

Para No.	Existing provisions	Modified Provisions	Remarks
<p>26.2 (This provision is part and in continuation 26.1.7</p>	<p>etc.</p> <p>In order to ensure despatch of material by the supplier in the presence of ONGC's representative deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals, suitable provisions will be made in supply order reserving ONGC's right to ask the supplier to despatch material in the presence of the representative of ONGC deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals and the supplier should ensure availability of containers before sending inspection call to ONGC, enabling sealing of containers for dispatch in the presence of ONGC's representative(s).</p> <p>For the supplies where the lot value in a PO less than US\$ 1 million, supplier shall be asked to provide satisfactory manufacturer test certificate.</p> <p>26.2 However, the supplies will be tested and inspected on receipt before taking the material on charge. This process will not take a period of more than 30 days. No Chemist for sampling and bonding in these cases will be detailed. However, the supplier will be asked to give a certificate to the effect that the product in question has been tested by the ONGC approved laboratory. Each packing will bear</p>		

Para No.	Existing provisions	Modified Provisions	Remarks
	mark of the manufacturer as well as name of the Chemical, Lot No. / Batch No., Date of manufacture and supply order number.		
26.1.8	In cases where ONGC Chemist is required to be deputed abroad for sampling, bonding, testing, de-bonding and dispatch of chemicals, all necessary formalities such selection of Chemist to be deputed, obtaining necessary approvals etc. should be completed well in advance, so that the chemists are deputed within 21 days from the date of receipt of inspection call from the foreign suppliers.	deleted	As inspection shall be carried out by TPI

Annexure-B
(To be incorporated as Appendix 17 in IMMM)

Standard Operating Procedure (SOP) for the destination inspection i.e. sampling & testing of Chemicals and payment thereof

Sl. No.	Role/Activity	Responsibility	Timeline for Completion	Cumulative Days
1	Creation of Inward Entry	Receipt Section	within 1 day (after final delivery)	1
2.	Intimation to Indentor/User (Chemist) for Inspection and testing	Receipt Section	within 1 day	2
3.	Sample Collection (including intimation to supplier for deputing his representative for sampling giving at least two days time) and dispatch to designated Lab	Indentor (Chemist)	within 4 days*	6
4.	Testing and Issuance of Report after receipt of sample	Designated Lab	within 10# days	16
5.	Issuance of QCC in ICE after receipt of Test Report	Indentor (Chemist)	within 1 day	17
6.	Raising of GR 103 after receipt of Test Report and QCC conforming to Technical Specifications and handing over to Stock Holder	Receipt Section	within 2 days	19
7.	Taking the material on charge, raising GR 105 in the ICE system	Stock Holder	Within 1 days	20
8.	Release of Payment	Finance	Within 3 days	23

* additional 1 day transit time for Outstation lab.

For bactericide 35 days shall be allowed.

Note:

Above timelines for completion shall supersede similar provisions appearing elsewhere in IMMM.