



PMC Cell – MM

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Circular No. 62/2018-cum-Integrated MM Manual Amendment No. 44/2018

No: MAT/PMC/13(24)1/2018

Dated: 30.11.2018

Sub: Removal of monetary limit for procurement of goods through Government e-Marketplace (GeM)

Reference is invited to circular Nos. 52/2018 dated 04.10.2018 and 56/2018 dated 27.10.2018 whereby detailed guidelines on procurement of goods valuing upto ₹ 5 lacs through GeM online portal have notified for compliance by all concerned.

EPC, in its meeting (27/2018) held on 29.11.2018, reviewed the said limit for procurement of goods through GeM and decided that henceforth items available on GeM portal shall be procured through GeM irrespective of the value of the case.

In accordance with the aforesaid decision of EPC, relevant provisions of IMMM pertaining to procurement through GeM stand modified as per enclosed Appendix-1.

Above guidelines should be meticulously followed by all concerned.

(S Viswanathan)

ED-Head PMC

Officiating ED-Chief MM Services

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

Para No.	Existing Provision	Proposed Modified Provision	Remarks
8.1	<p>Procurement through Government e-Marketplace (GeM): (wherever procurement is being done through GeM, the provisions stipulated herein under shall prevail, superseding any other similar provisions appearing elsewhere in the IMMM)</p> <p>The Government has created an internet portal called Government e-Marketplace (GeM) to provide an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Sector Undertakings (CPSUs & SPSUs), Autonomous institutions and Local bodies, for procurement of common use goods & services in a transparent and efficient manner. Suppliers and buyers can register on this portal. GeM facilitates seamless process flow and standardized specifications with complete audit trail.</p> <p>For procurement of Goods valuing upto Rs.5 lacs, the items available on GeM shall be procured through GeM portal only, except any specific conditions mentioned herein under. Further procurement through GeM shall also not be mandatory under specific situations stipulated in IMMM e.g. purchase through board of officers, emergency purchase etc.</p> <p>Note: The word supplier has been used interchangeably with seller.</p>	<p>Procurement through Government e-Marketplace (GeM): (wherever procurement is being done through GeM, the provisions stipulated herein under shall prevail, superseding any other similar provisions appearing elsewhere in the IMMM)</p> <p>The Government has created an internet portal called Government e-Marketplace (GeM) to provide an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Sector Undertakings (CPSUs & SPSUs), Autonomous institutions and Local bodies, for procurement of common use goods & services in a transparent and efficient manner. Suppliers and buyers can register on this portal. GeM facilitates seamless process flow and standardized specifications with complete audit trail.</p> <p>For procurement of Goods valuing upto Rs.5 lacs, the items available on GeM shall be procured through GeM portal only, except any specific conditions mentioned herein under. Further procurement through GeM shall also not be mandatory under specific situations stipulated in IMMM e.g. purchase through board of officers, emergency purchase etc.</p> <p>Note: The word supplier has been used interchangeably with seller.</p>	Strikethrough portion deleted
8.1.2.1	Purchases upto Rs. 25,000	Purchases upto ₹ <u>50,000</u>	Underlined portion modified
8.1.2.1.1	Procurement upto Rs. 25,000 per order shall be done by indenting departments themselves through GeM by	Procurement upto ₹ <u>50,000</u> per order shall be done by indenting departments themselves through GeM by	

Para No.	Existing Provision	Proposed Modified Provision	Remarks
	<p>direct purchase without tendering(bidding). PR, PO and GRV in ICE will not be necessary for purchases upto this value except for capital items. In case item is not available in GeM, purchase through other procurement methods as specified in IMMM may be resorted to subject to a mention to this effect by Indenting Department. The selected item will be placed in a cart. During the “carting period”, which is the time for which the item can lie in the cart (10 days currently), rates are frozen against any upward revision by seller. However, advantage of any downward revision in the offer price of carted item shall be automatically provided to the buyer. It will be ensured that the purchase order is placed within the carting period</p>	<p>direct purchase without tendering (bidding). <u>For such purchases upto the value of ₹ 25,000.00</u> PR, PO and GRV in ICE will not be necessary for purchases upto this value except for capital items. In case item is not available in GeM, purchase through other procurement methods as specified in IMMM may be resorted to subject to a mention to this effect by Indenting Department. The selected item will be placed in a cart. During the “carting period”, which is the time for which the item can lie in the cart (10 days currently), rates are frozen against any upward revision by seller. However, advantage of any downward revision in the offer price of carted item shall be automatically provided to the buyer. It will be ensured that the purchase order is placed within the carting period</p>	
8.1.2.2	<p>Purchase of more than Rs. 25,000 and upto Rs. 5 lacs</p>	<p>Purchase of more than ₹ 50,000 and upto Rs. 5 lacs</p>	<p>Strikethrough portion deleted</p>
8.1.2.2.1	<p>User departments will be authorized to procure items themselves for PR value greater than ₹ 25,000 and upto ₹ 5 lacs through tendering (e-bidding) in GeM. The tenders to be processed through GeM shall not require uploading of NIT and tender documents on ONGC tender/ ONGC e-tender/ CPPP portals. The GeM system automatically sends information about tenders to prospective suppliers registered with them. In case item is not available in GeM, purchase through other procurement methods as specified in IMMM may be resorted to subject to a mention to this effect by Indenting Department.</p>	<p>User departments will be authorized to procure items themselves for PR value greater than <u>₹ 50,000</u> and upto ₹ 5 lacs through tendering (e-bidding) in GeM. <u>However, procurement against PR value more than ₹ 5 lacs shall be dealt by MM using tendering (e-bidding) in GeM, for which indenting section shall forward the indent complete in all respect to MM.</u> The tenders to be processed through GeM shall not require uploading of NIT and tender documents on ONGC tender/ ONGC e-tender/ CPPP portals. The GeM system automatically sends information about tenders to prospective suppliers registered with them. In case item is not available in GeM, purchase through other procurement methods as specified in</p>	<p>Underlined portion added/modified</p>

Para No.	Existing Provision	Proposed Modified Provision	Remarks
		IMMM may be resorted to subject to a mention to this effect by Indenting Department.	
8.1.2.2.2	Two Bid system (indicated as two stage bidding in GeM) shall be followed. The e-Bidding GeM document will be created by the Indentor (Buyer) based on value of procurement by stipulating requirements such as Quantity, Consignee Details, Terms of Delivery, Delivery Period, Time & Date for Start and End of Bid Submission and for Opening of Bids and required Bid Validity period, etc. The selection of the right Product in GeM is critical for creating a bid, as it benchmarks the technical specifications for seeking bids from sellers. Hence the product that Best matches specific requirement shall be selected for creating the bid.	Two Bid system (indicated as two stage bidding in GeM) shall be followed. The e-Bidding GeM document will be created by the Indentor (Buyer) based on value of procurement by stipulating requirements such as Quantity, Consignee Details, Terms of Delivery, Delivery Period, Time & Date for Start and End of Bid Submission and for Opening of Bids and required Bid Validity period, etc. The selection of the right Product in GeM is critical for creating a bid, as it benchmarks the technical specifications for seeking bids from sellers. Hence the product that Best matches specific requirement shall be selected for creating the bid.	No change
8.1.2.2.3	GeM has its own pre-defined terms & conditions and hence, ONGC's terms and conditions and GCC shall NOT be incorporated to ensure that there is no confusion amongst the bidders/ sellers.	GeM has its own pre-defined terms & conditions and hence, ONGC's terms and conditions and GCC shall NOT be incorporated to ensure that there is no confusion amongst the bidders/ sellers.	No change
8.1.2.2.4	For procurement upto Rs. 5 lacs through GeM, EMD will not be required. PBG/ Security Deposit will also not be required from successful bidder.	<u>Earnest Money Deposit /Performance Security:</u> For procurement upto ₹ 25 lacs through GeM, EMD will not be required. <u>Wherever total estimated cost put to tender is more than ₹ 25 Lacs, the EMD / Bid Security@1% of such value shall be obtained from bidders.</u> <u>Buyer shall indicate the exact amount of EMD required to be submitted by bidders in the form of Bank Guarantee on GeM portal in the prescribed format. Scanned copy of the same shall be uploaded by Seller in the online bid and hard copy of the same will have to be submitted directly to the Buyer within 5</u>	Underlined portion modified/added. Strikethrough portion deleted.

Para No.	Existing Provision	Proposed Modified Provision	Remarks
		<p><u>days of bid opening.</u></p> <p><u>Following categories of Sellers shall however, be exempted from furnishing EMD:</u></p> <p><u>i. Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar.</u></p> <p><u>ii. Startups as recognized by Department of Industrial Policy and Promotion (DIPP).</u></p> <p><u>iii. KVIC, ACASH , WDO, Coir Board, TRIFED.</u></p> <p><u>iv. Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the particular product for which Bid / RA has been invited.</u></p> <p><u>v. OEMs having annual turnover of ₹ 500 Crore and above and having profit in last three years out of five years.</u></p> <p><u>In case of Orders/contracts valuing more than ₹ 30 lakh, the PBG/ Performance Security /Security Deposit @10% of order/contract value shall be required from successful bidder.</u></p> <p><u>No PBG/ Performance Security /Security Deposit shall be required for Orders/contracts upto ₹ 30 lakh.</u></p> <p><u>The provisions on type of instrument/format/submission time/exemption/Validity/return / forfeiture etc. as applicable on GeM portal in respect to Earnest money Deposit/Bid Security/</u></p>	

Para No.	Existing Provision	Proposed Modified Provision	Remarks
		<p><u>PBG/Performance Security/ Security Deposit shall prevail. However approving authority shall be governed as per BDP/IMMM, in case any approval is required.</u></p> <p><u>The GST as applicable on forfeiture shall be borne by ONGC.</u></p> <p>PBG/ Security Deposit will also not be required from successful bidder</p>	
8.1.2.2.10	<p>Purchase Order shall be placed through GeM website only. Copy of administrative & Financial approval will also be uploaded on the GeM portal during the process of placing the order.</p> <p>However, for facilitating inspection, acceptance, material accounting and payment, corresponding PO shall be parallelly created in ICE, which however shall not be sent to the seller. The GeM order number shall be entered in the field "Requirement No." (Requirement Tracking Number) available at PO line item in ICE for ease of reference.</p>	<p>Purchase Order shall be placed through GeM website only. Copy of administrative & Financial approval will also be uploaded on the GeM portal during the process of placing the order.</p> <p>However, for facilitating inspection, acceptance, material accounting and payment, corresponding PO shall be parallelly created in ICE, which however shall not be sent to the seller. The GeM order number shall be entered in the field "Requirement No." (Requirement Tracking Number) available at PO line item in ICE for ease of reference.</p>	No Change
8.1.9 [Entry under 'Time allowed (deadline) (Current provisions in GeM)' against Sl No. 1 of Table]	Within 10 days of carting period for direct purchase upto Rs. 25,000 / Within bid validity for e-biding	Within 10 days of carting period for direct purchase upto <u>Rs. 50,000</u> / Within bid validity for e-biding	Underlined portion modified

Para No.	Existing Provision	Proposed Modified Provision	Remarks
8.7.1	Purchase upto Rs.25,000.00 (annual cap as per BDP) at a time may be made without formal enquiries or without obtaining hand quotations by User Departments themselves. Such purchase shall be resorted to only in case item either not available in GeM or can't be procured through GeM as per provisions under para 8.1 of the IMMM.	<u>Subject to the provisions under para 8.1,</u> purchase upto Rs.25,000.00 (annual cap as per BDP) at a time may be made without formal enquiries or without obtaining hand quotations by User Departments themselves. Such purchase shall be resorted to only in case item either not available in GeM or can't be procured through GeM as per provisions under para 8.1 of the IMMM.	Underlined portion added
8.8.1	Purchases above Rs. 25,000.00 up to Rs. 100,000.00 shall be made on hand quotation basis by User Departments themselves (subject to annual cap as per BDP) by obtaining at least three hand quotations for all types of procurement. A list of prominent and reliable local firms will be maintained by all concerned. Hand quotations will be collected on rotation basis whenever there is scope for rotation. A certificate will be given by the Officer making such purchase that hand quotations were obtained on rotation basis. The names and addresses of the firms from whom quotations are obtained will be given in the certificate. Where the number of dealers is limited i.e. less than six(6), rotation system need not apply. Such purchase shall be resorted to only in case item either not available in GeM or can't be procured through GeM as per provisions under para 8.1 of the IMMM.	<u>Subject to the provisions under para 8.1,</u> purchases above ₹ 25,000.00 up to ₹ 100,000.00 shall be made on hand quotation basis by User Departments themselves (subject to annual cap as per BDP) by obtaining at least three hand quotations for all types of procurement. A list of prominent and reliable local firms will be maintained by all concerned. Hand quotations will be collected on rotation basis whenever there is scope for rotation. A certificate will be given by the Officer making such purchase that hand quotations were obtained on rotation basis. The names and addresses of the firms from whom quotations are obtained will be given in the certificate. Where the number of dealers is limited i.e. less than six(6), rotation system need not apply. Such purchase shall be resorted to only in case item either not available in GeM or can't be procured through GeM as per provisions under para 8.1 of the IMMM.	
16.6.3	For purchases upto Rs. 1 lakh, no security deposit shall be taken. Also, for Procurement of Material / Hiring of Services from OEM/OES, Procurement through GeM (upto Rs. 5 Lakhs) and procurement of items on PAC basis security deposit shall not be taken.	For purchases upto ₹ 1 lakh, no security deposit shall be taken. Also, for Procurement of Material / Hiring of Services from OEM/OES, Procurement through GeM (upto ₹ <u>30 Lakhs</u>) and procurement of items on PAC basis security deposit shall not be taken.	Underlined portion modified

Para No.	Existing Provision	Proposed Modified Provision	Remarks
16.6.4	Relaxation in EMD/SD conditions: The Level-1 officer will have full powers for cases upto his purchase powers to relax / waive condition relating to EMD/ Security Deposit, based on merit of each case and non-incorporation in the tender document prior to inviting tender. The concerned Director shall have full powers in this regard.	Relaxation in EMD/SD conditions: The Level-1 officer will have full powers for cases upto his purchase powers to relax / waive condition relating to EMD/ Security Deposit, based on merit of each case and non-incorporation in the tender document prior to inviting tender. The concerned Director shall have full powers in this regard.	No Change