



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. 56/2018

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

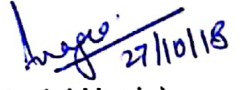
Dated: 27.10.2018

Sub: Use of Government e-Marketplace (GeM) portal for making purchases in ONGC.

Government of India (GoI) has created one stop Government e-Marketplace (GeM) to facilitate on line procurement of common use Goods & Services required by various Government Departments/ Organizations/ PSUs. Guidelines for making purchase through GeM has been notified vide Circular No. 52/2018 dated 04.10.2018. It is to be noted that since GeM offers faster and hassle free purchase, it needs to be fully utilized for the items available in its portal.

Accordingly, following supplementary guidelines should be noted and meticulously followed by all concerned.

1. It was *interalia* notified vide above circular that for procurement of Goods valuing upto ₹5 lacs, the items available on GeM shall be procured through GeM portal only. Out of 5.83 lacs products and services available on GeM, illustrative list of items which are normally procured in ONGC is enclosed at Annexure-I. This list is not exhaustive. Work centers are advised to purchase these items and any other items available in GeM (upto prescribed limit) through GeM portal only.
2. It was notified that the Purchases upto ₹ 25,000 through GeM has been implemented across all the work centers. It was also decided that for Purchase above ₹ 25,000 and upto ₹ 5 Lacs through GeM shall be initially implemented in Corporate MM, Coordination Group Delhi, ONGC Academy and RO Mumbai. **Now it has been decided that purchases upto Rs. 5 Lacs shall be made through GeM by all work centers of ONGC, for items available in GeM portal.**
3. In charges of MM at work centers are already registered as primary users on GeM Portal. Key executives may ensure identification of secondary users by L-2/L-3 level/ I/c-Finance/I/c MM and their registration at the earliest for expediting procurement through GeM. Keeping in focus, the government major initiatives of Public Procurement through GeM efforts should be made by all concerned of each section of the work centre to initiate procurement through GeM immediately.


(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 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.

ILLUSTRATIVE LIST OF ITEMS AVAILABLE ON GEM

A. IT related office equipments like :

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. Mobile Phone, Smart Phones
9. Television Sets
10. LED Monitor
11. Storage Devices including removable Storage Devices
12. Video Conferencing Devices
13. Servers
14. Switch
15. Router
16. Storage Area Network (SAN)
17. SAN Switches
18. Network rack
19. Server rack
20. Firewall & Next Generation Firewall
21. Wireless Access Point
22. Wireless Controller
23. Antivirus
24. Patch Cord, Fiber/ UTP cable
25. Projector & Projector Screen
26. Public Address system: Fixed & Portable
27. Large Format Displays
28. LCD Panels & Monitors
29. Point of Sale terminal
30. Operating System Software
31. Biometric Attendance System

32. Digital Signature certificate
33. Cyber Security Software
34. Computer kiosk

B. Electrical/mechanical items and equipments/machines:

1. Luminaries like
 - i. LED Lights
 - ii. Solar lights
 - iii. Occupancy Sensor
2. CCTV system
3. Lighting pole or post and hardware- tubular street light poles
4. Battery: Lead Acid, SMF
5. PABX System
6. Telephone Sets
7. Satellite Phone
8. Transformers
9. Diesel Generator Sets
10. Power Quality Analyser
11. Welding and cutting machine
12. Lathe Machine
13. Pumps: hand Pump, Submersible Pump, Hydraulic Pump
14. Cables like
 - i. Power cable
 - ii. Telecommunication cable
 - iii. CCTV cable
15. Main Circuit Board
16. Fans
17. Electrical & Mechanical Tools
18. Gloves
19. Glove valve

C. Office Equipments like

1. Air Conditioners
2. Fridge
3. Water Coolers

4. RO Water Filters
5. Air Purifiers
6. Calculators
7. Vacuum Cleaner
8. Microwave Oven

D. Office Stationeries like

1. Pen, Pencil, Eraser, Sharpener,
2. Writing Pads
3. Photocopy Paper
4. Toner & Cartridges
5. Visiting Cards
6. Stamp Pad
7. Paper Weights
8. Name Plates Or tags
9. Glue
10. Folders
11. Envelops

E. Furniture items like

1. Office Chairs
2. Sofa
3. Table
4. Bed
5. Modular Workstations & Furniture

F. Hospital items like

1. Hospital Beds
2. Stethoscope
3. Abdominal drainage kits
4. Catheters cannula
5. Liquid Antiseptic
6. Medicines of various types
7. Pathology items
8. Surgery & Dressing items & Consumables
9. Sanitary Napkins

G. Other items

1. MSE reserved items
2. Dust Bins & Buckets
3. Swachh Bharat Waste Container Set
4. Paper/Plastic Products and disposable cups etc
5. Cleaning Equipments
6. Janitorial carts
7. Blankets
8. Fabric, Bedsheet, Towel, etc
9. Fogging machine
10. Mattress
11. Sanitary Pipe & Fittings
12. Shoes, Boots
13. Fire Extinguishers
14. Fire Proximity Suit
15. Fire Fighting Portable Pump Set
16. Safety helmet
17. Safety Mask
18. GPS Tracking Devices
19. Dangree
20. Sanitorial Items
21. Carpets & Rugs
22. Padlock
23. Soaps, Detergents, Utensils
24. LPG Stove
25. Kitchen Chimney
26. Crockery & Cutlery
27. Sports goods and equipment