



PMC Cell – MM

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Circular No. 52/2018-cum-Integrated MM Manual Amendment No. 42/2018

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Sub: Introduction of Government e-Marketplace (GeM) online portal as a mode of procurement

The Ministry of Commerce has created an online portal called Government e-Marketplace (GeM) to facilitate online procurement of commonly used Goods & Services required by various Government Departments / Organizations / PSUs etc. GeM has now replaced earlier DGS&D, which ceased its functions w.e.f. 31st October 2017. The GeM, which is an aggregator of Goods and Services facilitates seamless process flow and standardized specifications with complete audit trail. The portal facilitates direct purchases, procurement through bidding and reverse auction.

EPC, in its meeting (20/2018) held on 17.09.2018 approved the introduction of GeM as a mode of procurement in ONGC. The procurement of Goods valuing upto ₹ 5 lacs shall be made through GeM initially. For Purchases upto ₹ 25,000, direct purchase option shall be followed whereas e-Bidding process shall be adopted for Purchase above ₹ 25,000 and upto ₹ 5 Lacs.

Purchase upto ₹ 25,000 through GeM shall be implemented across all the work centres of ONGC. However, 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.

Indentor(buyer)/Consignee/Payment Authority shall ensure that all corresponding activities in ICE/GeM are done within the time limits specified in GeM.

In accordance, with the decisions taken in the aforesaid meeting of EPC, the provisions in respect of GeM have been introduced as per Appendix-1 and other relevant provisions of Integrated MM Manual stand modified as per Appendix-2. Wherever procurement is being done through GeM, provisions stipulated under Appendix-1 shall supersede the similar provisions appearing elsewhere in the Integrated MM Manual.

Above guidelines should be meticulously followed by all concerned.


(Ashwini Nagia)
ED-Chief MM Services

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Statement showing existing vis a vis modified provisions of Integrated MM Manual

(Existing para under 8.1 has been deleted; the following provision in respect of GeM shall be inserted under 8.1)

Clause No.	New Provision
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 ₹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>
8.1.1	<p>Registration of users in GeM</p> <p>The Registration of users and authentication in GeM is based on OTP driven Aadhar authentication. The users are segregated into primary and secondary users. Primary user is the nodal authority from his organization for GeM portal who will not perform any tendering activity on the GeM portal. In-charge of Materials Management at work centre will be the primary user for all departments including indenting and finance departments of that work centre. The main roles and responsibilities of Primary user are to act as representative of ONGC, filling of ONGC's details and creation of Secondary Users, editing their roles and their deactivation.</p> <p>Secondary users are the Indentor (buyer), consignee (Receipt section at stores or Indentor as the case may be) and Finance representatives who are directly involved in the tendering activity. Secondary users will be of minimum E1 level except consignee at stores. They will be nominated with the approval of concerned Head of the Department (L-2, L-3 level) / I/c-Finance (in respect of payment authority)/I/c MM(in respect of consignee at</p>

Clause No.	New Provision
	<p>stores), as the case may be. Since the User Id is transferable, it shall be assigned to successor in case of movement of primary/secondary user from the work centre. In every department, preferably, not more than three secondary users shall be designated under categories of buyer and consignee.</p> <p>The Primary & Secondary users shall be responsible for role/responsibilities defined herein including those stipulated in GeM.</p>
8.1.2	<p>The procedure for procurement through GEM has been outlined hereunder:</p> <p>Requirement Processing/ Finalisation: GeM has defined Golden Parameters for all items. Golden parameters are those major specifications which define a particular item. They have been introduced so that both sellers and buyers use the same set of major parameters for describing the items under procurement. The golden parameters vary according to the item being bought. For example, golden parameters for a Desktop Computer would be Motherboard, RAM, Storage, Processor etc.</p> <p>Before initiating the proposal for administrative approval, the Indentor (buyer) will first check the availability of the items on the GeM portal using generalized specifications for the golden parameters so that the search yields items of the same nature from a variety of manufacturers. Additional search parameters available in GeM may also be used to arrive at the item required. The broader specifications available on GeM shall be used for procurement of such items. Requirement will be prepared/finalised accordingly. For items procured through GeM, the estimated cost will be the lowest cost available on GeM based on preliminary search. In case item is not available in GeM, purchase through other procurement methods as specified in Integrated MM Manual may be resorted to subject to a mention to this effect in proposal by Indenting Department while obtaining administrative approval. Creation of PR will not be required for purchase of goods upto Rs. 25,000 except for capital items.</p> <p>Procurement Process: The following two procedures shall be followed for procurement through GeM.</p>
8.1.2.1	Purchases upto ₹ 25,000
8.1.2.1.1	<p>Procurement upto ₹ 25,000 per order shall be done by indenting departments themselves through GeM by 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</p>

Clause No.	New Provision
	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.
8.1.2.1.2	The Indentor (buyer) will keep a screenshot/ comparison sheet generated by GeM for the two lowest priced items displayed by GeM, for the purpose of record. If the item is available from only one supplier, it will not be bought on GeM. This restriction however will not apply for procurement against Proprietary Article Certificate (PAC).
8.1.2.1.3	It will be ensured by Indentor (buyer) that the chosen supplier is not on ONGC's suspension or banning list of defaulting firms.
8.1.2.1.4	<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 only for capital items, 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>
8.1.2.1.5	<p>Indentors (buyers) shall carry out inspection at destination for orders upto ₹25,000 placed through GeM irrespective of the nature of the items. For capital items, QCC shall be created & issued through ICE by indentor's representative and material receipt process shall be completed in ICE. The entries in GeM for the receipt of material and its acceptance (CRAC-Consignee Receipt and Acceptance Certificate which is the step corresponding to inspection & receipt in ICE) will be done by user authorized as consignee in GeM.</p> <p>Associated Finance will make the payments through ICE against the invoice submitted by the supplier. The payment details will be sent to Buyer by Finance to enable creation of draft bill in GeM. In order to ensure closure of the case in GeM, the draft bill shall be prepared by the Buyer in GeM and accepted by Finance.</p>
8.1.2.2	Purchases of more than ₹ 25,000 and upto ₹ 5 lacs
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.</p> <p>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>
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

Clause No.	New Provision
	<p>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.</p> <p>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.</p>
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.
8.1.2.2.4	For procurement upto ₹ 5 lacs through GeM, EMD will not be required. PBG/ Security Deposit will also not be required from successful bidder.
8.1.2.2.5	<p>Opening of Bids</p> <p>Technical Bids will be opened by the Buyer on due date & time for bid opening. Presence of bidder(supplier) will not be required during bid opening.</p> <p>No clarifications shall be sought from bidders(suppliers).</p> <p>The bid submitted under e-Bidding shall remain valid for 15 days (or as stipulated by the Buyer in the bid document) from the Bid Opening Date (till 24.00 Hrs IST). Wherever required, ONGC buyer will stipulate requirement of maximum 30 days bid validity while creating the bid. The Bid Validity can be further extended for a maximum period of 90 days from the Bid Opening Date with mutual consent between Buyer and Supplier.</p>
8.1.2.2.6	The technical comments will be kept in the file for records. The technical bids(offers) of sellers who are under suspension/ banning in ONGC shall be rejected so that price bids of such bidders(sellers) are not opened and they are precluded from obtaining orders through GeM.
8.1.2.2.7	After price bid opening if it is observed that the name of the L-1 supplier appears in the list of suspended/banned firms in ONGC, the order shall not be placed on such supplier, the case will be retendered in GeM. If the same firm participates in the retender, its offer shall be rejected during technical bid evaluation as brought out at para no. 8.1.2.2.6.
8.1.2.2.8	The Price bids of the technically acceptable bidders will be opened by the Indentor(buyer). Presence of suppliers will not be required during price bid opening. Ranking is automatically determined by GeM and order shall be placed on L-1 bidder displayed by the GeM software.
8.1.2.2.9	<p>Purchase preference policies:</p> <p>Purchase preference policies as implemented on the GeM portal will be followed.</p>

Clause No.	New Provision
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>
8.1.2.2.11	<p>Inspection shall be carried out as per para no. 21.2 of IMMM. Inspection shall be carried out at destination. QCC shall be created & issued through ICE. The material receipt process shall be completed in ICE. Corresponding entries in GeM for the receipt of material and its acceptance (CRAC-Consignee Receipt and Acceptance Certificate which is the step corresponding to inspection & receipt in ICE) will be done by user authorized as consignee in GeM.</p> <p>The original Delivery Period may be extended by the Buyer. Liquidated Damages (LD), if applicable, shall be determined as per General terms and conditions set forth in GeM portal. Associated Finance will make the payments through ICE against the invoice submitted by the supplier. The payment details will be sent to Buyer by Finance to enable creation of draft bill in GeM. In order to ensure closure of the case in GeM, the draft bill shall be prepared by the Buyer in GeM and accepted by Finance.</p>
8.1.3	No Tender Committee will be required for procurement through GeM. Approval for purchase will be obtained from CPA defined in Para 24.1(a) of BDP 2014.
8.1.4	Facility of reverse auction available in GeM will not be used.
8.1.5	The GSTIN of supplier appears on the purchase order placed in GeM and Bank details of the seller appear on the invoice. It shall be the responsibility of the indenter (buyer) to timely update these in the ICE system, wherever required.
8.1.6	<p>Adherence to time norms:</p> <p>It will be the responsibility of the Indenter (buyer) to monitor the entire process and ensure that activities are carried out within the time limits specified in GeM. All the involved departments like QAD, Receipt Section of MM (consignee) and Finance will be responsible for carrying out immediate actions to prevent default.</p>
8.1.7	<p>Incident Management Policy: Incident Management Policy provides a framework for identification and handling of deviations on GeM portal. A deviation can occur either pre-order placement or post order placement. Work centres will bring cases of deviation/default to the notice of GeM as per process defined in Incident Management Policy on GeM. The process of vendor banning described at para 17.5.2 of the IMMM will not be followed in case of defaults arising out of procurements through GeM.</p>

Clause No.	New Provision																				
8.1.8	<p>Reasonability of Rates: The Buyers shall satisfy themselves that the price of the selected offer is reasonable. For this purpose, Buyer is at liberty to utilize all the data, information and tools available in GeM.</p>																				
8.1.9	<p>The time limits for all activities in GeM are specified in the documentation and online resources available on their portal and these are to be strictly adhered. In case any process like acceptance of goods is not carried out by the user in GeM within the prescribed time limit, the system will assume that the goods are acceptable and automatically carry out the process by itself at the end of the time limit.</p> <p>GeM evaluates buyers' performance also on a continuous basis based on parameters like Timely Bid Closure, Timely Order Placing, Timely Acceptance and Timely Payments etc. Completing respective activities well within time frame is of utmost importance to maintain a good buyer rating in GeM portal. Indentor (buyer)/Consignee/Payment Authority shall ensure that all corresponding activities in ICE/GeM are done in the fastest time so as to adhere to the time limits specified in GeM including updation of vendor bank details etc. Currently, the following time norms have been stipulated in GeM for various activities. However, users shall be required to keep track of changes taking place in GeM by keeping themselves abreast with documentation/instructions available on GeM portal and strictly follow the time norms stipulated therein:</p> <table><tr><th>Sl no.</th><th>Process/Activity</th><th>Time allowed(deadline) (Current provisions in GeM)</th><th>Action by</th></tr><tr><td>1.</td><td>Order placement</td><td>Within 10 days of carting period for direct purchase upto ₹ 25,000 / Within bid validity for e-bidding</td><td>Buyer</td></tr><tr><td>2</td><td>Provisional receipt Certificate (PRC)</td><td>Immediately upon receipt of Goods</td><td>Consignee</td></tr><tr><td>3.</td><td>Consignee receipt and acceptance certificate (CRAC)</td><td>Within 10 days of confirmation of receipt of goods by Consignee in GeM (PRC).</td><td>Consignee in coordination with Indentor/QAD</td></tr><tr><td>4.</td><td>Payment & its updation in GeM</td><td>Within 10 days of CRAC and on-line submission of bills in GeM</td><td>Payment authority from Finance Department</td></tr></table>	Sl no.	Process/Activity	Time allowed(deadline) (Current provisions in GeM)	Action by	1.	Order placement	Within 10 days of carting period for direct purchase upto ₹ 25,000 / Within bid validity for e-bidding	Buyer	2	Provisional receipt Certificate (PRC)	Immediately upon receipt of Goods	Consignee	3.	Consignee receipt and acceptance certificate (CRAC)	Within 10 days of confirmation of receipt of goods by Consignee in GeM (PRC).	Consignee in coordination with Indentor/QAD	4.	Payment & its updation in GeM	Within 10 days of CRAC and on-line submission of bills in GeM	Payment authority from Finance Department
Sl no.	Process/Activity	Time allowed(deadline) (Current provisions in GeM)	Action by																		
1.	Order placement	Within 10 days of carting period for direct purchase upto ₹ 25,000 / Within bid validity for e-bidding	Buyer																		
2	Provisional receipt Certificate (PRC)	Immediately upon receipt of Goods	Consignee																		
3.	Consignee receipt and acceptance certificate (CRAC)	Within 10 days of confirmation of receipt of goods by Consignee in GeM (PRC).	Consignee in coordination with Indentor/QAD																		
4.	Payment & its updation in GeM	Within 10 days of CRAC and on-line submission of bills in GeM	Payment authority from Finance Department																		

Clause No.	New Provision
8.1.10	<p>The GeM portal is continuously undergoing changes to its software as informed by GeM SPV and hence, users will refer extensively to the training resources and documentation available on the website of GeM. There is also a support helpdesk of GeM, the contact details of which are available on their website. Users will resolve their difficulties with the GeM support helpdesk. GeM has put in place an Escalation Matrix. First level of contact to user is HelpDesk. The first level of interface for the user to address their issues would be the Helpdesk who would register the complaint and provide a ticket to the user to help in tracking the issue. The contact details of first point of HelpDesk are as under(users shall confirm latest contact details from GeM before proceeding for any communication):</p> <p>Toll free numbers: 1800-419-3436, 1800-102-3436 Web ticket on gem.gov.in/gemtickets Email id: helpdesk-gem@gov.in</p> <p>Escalation Desk: The maximum permissible time for resolving the issues relating to GeM operations is 48 hours. In case the issue has not been resolved by HelpDesk even after 48 hours, the user can directly contact the next level through email. The issue specific emails for 2nd level of contact are as under:</p> <ol style="list-style-type: none"> 1. Buyer Registration, log-in related issues: buyer.registration@gem.gov.in 2. Direct Purchase/L1/PAC: direct.purchase@gem.gov.in 3. BID/RA related issues: bid.ra.gem@gem.gov.in 4. Order process related issues: order.process@gem.gov.in 5. Payment process related issues: payment.process@gem.gov.in <p>User shall take up the issues directly with the escalation desk only if the issue is not resolved even after 48 hours of generating a ticket with the HelpDesk. User will mandatorily indicate the CRM ticket number while taking up the unresolved issues with Escalation Desk. In the absence of CRM ticket number or requests received directly without first contacting HelpDesk, the Escalation Desk would redirect the mail to Helpdesk. Hence, user will not contact Escalation Desk in first attempt as it would create delay in resolving the issue.</p>

Appendix-2**Statement showing existing vis a vis modified provisions of Integrated MM Manual**

Clause No.	Existing Provision	Modified Provision	Remarks
8.4	Limited Tenders	Limited Tenders	No change
8.4.1	Limited tenders would be mode of tendering for purchases upto Rs.10.00 lakh or if limited number of suppliers are available or if vendors for the category of procurement are empanelled	Limited tenders would be mode of tendering for purchases upto Rs.10.00 lakh or if limited number of suppliers are available or if vendors for the category of procurement are empanelled	No change
8.7	Petty purchases	Petty purchases	No change
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.	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. <u>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>	Underlined portion modified
8.7.2	Proper safeguards/deterrence need to be made to avoid in fructuous expenditure on purchase of petty items like stocks covered under kits and liveries. In order to obtain competitive & comparable rates for procurement of these items, standardized specifications notified by HR- Corporate Policy Group from time to time should be meticulously adopted. Further, as far as possible while procurement of such items, it should be ascertained that the items being procured are	Proper safeguards/deterrence need to be made to avoid in fructuous expenditure on purchase of petty items like stocks covered under kits and liveries. In order to obtain competitive & comparable rates for procurement of these items, standardized specifications notified by HR- Corporate Policy Group from time to time should be meticulously adopted. Further, as far as possible while procurement of such items, it should be ascertained that the items being procured are	No change

Clause No.	Existing Provision	Modified Provision	Remarks
	manufactured by the companies possessing relevant IS certificate issued by Bureau of Indian Standards (BIS).	manufactured by the companies possessing relevant IS certificate issued by Bureau of Indian Standards (BIS).	
8.1	Purchase through DGS&D and NICSI rate contract	Deleted and replaced with provisions at Appendix 1.	
8.1.1	ONGC should consider taking advantage of the DGS&D Rate / Running Contract when such contract exists and the delivery period suits our requirement as no separate tenders need be invited when the delivery period stipulated in the DGS&D Rate / Running Contracts is acceptable leading to time and cost savings. Such orders can be placed on DGS&D's terms and conditions with the option of inspection being done by ONGC or third party nominated by ONGC or with ONGC terms and conditions with consent from the rate contractor. The Purchase Officer may place a direct supply order on the DGS&D Rate contractors on DGS&D rates with the approval of CPA. The order can be placed directly on the rate contractor with lowest DGS&D rate. If there are multiple contractors offering the lowest DGS&D rate, contractors will be selected on rotation basis.	Deleted	
8.1.2	While operating DGS&D rate contracts, it should be ensured that there is minimum cash outgo for procurement of material/services provided delivery period is suitable and specifications are conforming to our requirement. However, if delivery and material	Deleted	

Clause No.	Existing Provision	Modified Provision	Remarks
	against a DGS&D rate contract is / are not in accordance with our requirement, the purchase could be effected even at higher rates against another DGS&D rate contract.		
8.1.3	List of DGS&D rate contracts is available on DGS&D's website. All work centers are required to use the same, as required, to take advantage of DGS&D rate contracts. In case the DGS&D rate contract also includes the name of dealer/distributor in addition to the OEM, then first effort should be made to procure directly from OEM. In case, OEM does not respond, then the procurement can be done through the dealer/distributor mentioned in the DGS&D rate contract.	Deleted	
8.1.4	In line with procurement of material using DGS& D rate contract, ONGC can also make use of existing/prevaling National Informatics Centre Services Inc.(NICS) rate contract for the procurement of IT Hardware , Software and IT Services.	Deleted	
8.1.5	In case such direct/referral supply orders being placed, ONGC is liable to pay a nominal fee as Departmental Charges (as informed by DGS&D from time to time). Such departmental charges will be first deposited by vendor to the concerned controller of accounts and then claimed for reimbursement from ONGC against supporting documents.	Deleted	
8.1.6	All other items not covered by the Rate / Running Contracts will be arranged by the Materials Management through other methods	Deleted	

Clause No.	Existing Provision	Modified Provision	Remarks
	of purchase.		
8.8	Purchase against Hand Quotations	Purchase against Hand Quotations	No change
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.	<p>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.</p> <p><u>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></p>	Underlined portion modified
8.8.2	Purchase from State Emporium / Govt. Deptt /Undertakings Whenever items are available in State Emporium / State Govt. or Central Govt. Undertakings, purchases are to be made from them only and in those cases, the requirement of obtaining three hand	Purchase from State Emporium / Govt. Deptt /Undertakings Whenever items are available in State Emporium / State Govt. or Central Govt. Undertakings, purchases are to be made from them only and in those cases, the requirement of obtaining three hand quotations will not be	No change

Clause No.	Existing Provision	Modified Provision	Remarks
	quotations will not be necessary.	necessary.	
10.1	Formation of Tender Committee and its monetary limits	Formation of Tender Committee and its monetary limits	No Change
10.1.1	No Tender Committee will be held for cases valuing upto Rs.10.00 Lakhs. All nomination cases irrespective of value and all procurement cases (including finalization of Rate Contracts), valuing above Rs.10.00 Lakhs, will be referred to Tender Committee. However, irrespective of the value of case, TC is not required for placement of orders against DGS&D, NICS and ONGC rate contracts and also for emergency purchase under chapter 25 of BDP. Tender Committee is also not required for OEM/OES cases upto Rs 10 lacs. TC is also required to be held for carrying out price negotiations (if applicable) with bidders in all cases, irrespective of the value of the case.	No Tender Committee will be held for cases valuing upto Rs.10.00 Lakhs. All nomination cases irrespective of value and all procurement cases (including finalization of Rate Contracts), valuing above Rs.10.00 Lakhs, will be referred to Tender Committee. However, irrespective of the value of case, TC is not required for placement of orders <u>against GeM</u> , ONGC rate contracts and also for emergency purchase under chapter 25 of BDP. Tender Committee is also not required for OEM/OES cases upto Rs 10 lacs. TC is also required to be held for carrying out price negotiations (if applicable) with bidders in all cases, irrespective of the value of the case.	Underlined portion modified
16.5.1	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. MSEs who are themselves, manufacturer of the items/ provider of services, they intend to quote, registered with District	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. MSEs who are themselves, manufacturer of the items/ provider of services, they intend to quote, registered with District	No change

Clause No.	Existing Provision	Modified Provision	Remarks
	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 that they are registered for the item(s)/services they intend to quote.	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 that they are registered for the item(s)/services they intend to quote.	
16.6	Security Deposit/Performance Security	Security Deposit/Performance Security	No change
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 and procurement of items on PAC basis security deposit shall not be taken.	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 <u>GeM (upto Rs. 5 lakhs)</u> and procurement of items on PAC basis security deposit shall not be taken.	Underlined portion modified
27.12	Implementation of e-procurement	Implementation of e-procurement	No change
27.12.1	e-procurement is to be used across ONGC for all cases of procurement of materials, services and turnkey contract exceeding tender value Rs. 5 lakhs.	e-procurement is to be used across ONGC for all cases of procurement of materials, services and turnkey contract exceeding tender value Rs. 5 lakhs.	No change
27.12.2	However, in case it is felt by a work center not to resort to e-procurement method of tendering for cases exceeding Rs. 5 Lakhs, approval of concerned Director would be required. However, such exemption should be bare minimum and exemptions should be sought only in those cases wherein it is extremely difficult to go for e-procurement.	However, in case it is felt by a work center not to resort to e-procurement method of tendering for cases exceeding Rs. 5 Lakhs, approval of concerned Director would be required. However, such exemption should be bare minimum and exemptions should be sought only in those cases wherein it is extremely difficult to go for e-procurement.	No change
27.12.3	In case it is felt by a work center to resort to e-	In case it is felt by a work center to resort to e-	Underlined

Clause No.	Existing Provision	Modified Provision	Remarks
	procurement method of tendering for cases below Rs. 5 Lakhs, approval of L-1 would be required.	procurement method of tendering for cases below Rs. 5 Lakhs, approval of L-1 would be required. <u>However such approval shall not be required in case of procurement through GeM.</u>	portion added.
27.12.4	However, if it becomes necessary to dispense from the e-procurement mode after invitation of tender, then tender would have to be re-invited by following the provision for re-invitation of tenders as per Clause 14.3 of MM Manual, because the process of tenders being invited in the e-procurement mode is different from tenders being invited under normal tendering procedure	However, if it becomes necessary to dispense from the e-procurement mode after invitation of tender, then tender would have to be re-invited by following the provision for re-invitation of tenders as per Clause 14.3 of MM Manual, because the process of tenders being invited in the e-procurement mode is different from tenders being invited under normal tendering procedure	No change
27.12.5	All cases for procurement of materials / services on single tender nomination, Board purchases and purchases against <u>ONGC/DGS&D/NICS</u> Rate Contracts shall be exempted from e-procurement.	All cases for procurement of materials / services on single tender nomination, Board purchases and purchases against ONGC Rate Contracts shall be exempted from e-procurement.	Underlined portion modified
40.4.7 (b).iii	In tenders for procurement of new batteries, suitable provisions should be incorporated for insisting the bidder to quote for 'buy-back' of the used batteries of similar type and specifications. In such cases, evaluation of offers for new batteries should be carried out based on "Net cost" for each battery (arrived at after deducting the value offered for each used battery from the total cost quoted for new battery). Even for the order placed against DGS&D rate contracts (which do not have provision related to 'buy-back' of used batteries), the concerned vendor should be insisted to submit his offer for buy-back of used batteries before placement of Purchase Order.	In tenders for procurement of new batteries, suitable provisions should be incorporated for insisting the bidder to quote for 'buy-back' of the used batteries of similar type and specifications. In such cases, evaluation of offers for new batteries should be carried out based on "Net cost" for each battery (arrived at after deducting the value offered for each used battery from the total cost quoted for new battery).	Strike through portion deleted.