



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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Circular No. 20/2021

No: MAT/PMC/13(7)/2021

Dated: 23.07.2021

**Sub: Procedure to be followed while seeking relaxation for Global Tender Enquiry (GTE) for Tenders upto Rs 200 Crores.**

Reference is invited to PMC circular no. 40/2020 dated 28.08.2020 and 55/2020 dated 23.11.2020, wherein guidelines were issued for approving relaxation for inviting Global Tender Enquiry for tenders upto Rs.200 Crores.

In this regard, vide O.M. No. G-38011/37/2020-Fin.I (E-34977) dated 17.03.2021, MoPNG has laid down the procedure for processing the proposals relating to requests of OPSUs seeking relaxation for GTE for Tenders below Rs 200 Crores. The copy of aforesaid O.M. is enclosed herewith for ready reference.

Further, Department of Expenditure, Ministry of Finance, vide O.M. No. F.4/1/2021-PPD dated 30.06.2021 has issued the consolidated instructions regarding Global Tender Enquiry (GTE) under Rule 161(iv) of General Financial Rules (GFRs) 2017 upto Rs 200 Crore. The copy of aforesaid O.M. is enclosed herewith for ready reference. In the aforesaid O.M. dated 30.06.2021, it is stipulated that before sending proposals for approval of the Global Tenders, following is to be ensured:-

- (i) Domestic tender must be floated to identify the domestic manufacturers/service providers for the items/ services for which approval is being sought for issuance of Global Tenders. In case, if the Ministry/ Department has not floated a domestic tender after 15.05.2020 for the items to be procured through GTE, such proposals will not be entertained. The proposal must contain the details of domestic tenders, issued after 15.05.2020 (Tender Number, date of opening, number of offers received, details of offers received, reasons why domestic suppliers were not considered etc.)
- (ii) The proposal must contain the details of deliberations with DPIIT/relevant industrial bodies for identification of domestic manufacturers/ service providers.
- (iii) The 3/5-year procurement plan as mandated by Public Procurement (Preference to Make in India) (PPP-MII) Order issued by DPIIT must be published on website, before forwarding proposals for the purpose of procurement through GTE. Web-link of published procurement plan should be provided in proposal.

In view of the above, for the items/services for which proposal is submitted for granting relaxation to invite Global Tender Enquiry, the proposal should contain all the details as brought out at (i) to (iii) above and should be as per formats (attached) duly approved by concerned L-1 executive.

Above guidelines should be meticulously followed by all concerned.

  
(A. P. Tripathi) 23/7/2011  
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 to (through e-mail):

1. EO to CMD, ONGC, New Delhi.
2. CEA to Director (Finance)/ Director (Offshore) / Director (Exploration)/ Director (HR) / Director (T&FS) /Director (Onshore) ONGC, New Delhi.
3. CVO, ONGC, New Delhi.



**Annexure-I****REVISED FORMAT FOR GTE**

Format for seeking approval of the Competent Authority as per DoE order on Rule 161(iv) of GFR dated 15.05.2020 and 28.05.2020

S. No.	PARTICULARS		REMARKS	
1	Name of the Ministry			
2	Name of the Department			
3	Name of the sub-ordinate office (if applicable)			
4	Detailed description of Item			
5	Use of the Item			
6	Life time of the item proposed (in years)			
7	Whether item is procured regularly? (If so, details of procurement of the said item over the past three years. (Three completed financial years and the current financial year) inclusive of supply details as per format at Annexure-A			
8	Quality required to be procured with justification for the quantity. (State/UT/Region wise projection)			
9	Estimated procurement price along with basis for such estimation. (International price comparison chart)			
10	Justification to be submitted as under:			
	a	Detailed justification for Global Tender and essentiality of import (item wise)		
	b	Who are the (possible) vendors of the item under procurement, in the global (including India) market?		
11	1	Whether the department has tried and floated to identify the domestic suppliers in the past financial year. (If not, reasons thereof)		
	2	Capacity of domestic local suppliers as per the domestic tender floated, if any.		
12	What are the technical alternatives available within country and whether they can be used (substituted) for the proposed item under GTE?			
13	Whether the department had in the past attempted at development of local supplier/phased indigenization /promotion of alternative technology having sufficient local suppliers. (If so, details thereof)			
14	Consequences of non-procurement of item through GTE			

15	Whether BIS standards are available for the item proposed under procurement. If not, the efforts made to operationalize such standards.	
16	Whether the department had published procurement plan for next 5 years, for the item under discussion?	



**Annexure-II****Additional details of domestic tenders, issued after 15.05.2020**

<b>S. No.</b>	<b>PARTICULARS</b>	<b>REMARKS</b>	
1	Details of Domestic tender floated after 15.05.2020 for the items/ services for which approval is being sought for issuance of Global Tenders:		
(i)	Tender Number		
(ii)	Date of opening		
(iii)	Number of offers received		
(iv)	Details of offers received		
(v)	Reasons why domestic suppliers were not considered etc.		
2	Details of deliberations with DPIIT/relevant industrial bodies for identification of domestic manufacturers/ service providers		
3	Whether, the 3/5-year procurement plan as mandated by Public Procurement (Preference to Make in India) (PPP-MII) Order issued by DPIIT, has been published on website, before forwarding proposals for the purpose of procurement through GTE?		
4	Mention the Serial Number of item appearing under ONGC five year procurement plan FY 2020-24 on ongcindia website under following link:  <a href="https://www.ongcindia.com/wps/wcm/connect/en/about-ongc/material-management/">https://www.ongcindia.com/wps/wcm/connect/en/about-ongc/material-management/</a>		

## ANNEXURE-A

**Details of procurement of said item over the past three years  
(Three completed financial years and the current financial year) inclusive of  
supply details**

SI No	Year of Contract	Item	Contract No and Date	Supplier	Quantity of supply with unit	Rate per unit	Completion date of contract	Country of origin of goods	Local content in %

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**G-38011/37/2020-Fin.I (E-34977)**

**भारत सरकार**

**Government of India**

**पेट्रोलियम और प्राकृतिक गैस मंत्रालय**

**Ministry of Petroleum and Natural Gas**

**शास्त्री भवन, नई दिल्ली**

**Shastri Bhawan, New Delhi**

**Date 17<sup>th</sup> March, 2021**

To,

1. Chairman, IOCL
2. C&MD, BPCL/ HPCL/ ONGC/ OIL/ GAIL/ EIL/BCPL/ Balmer Lawrie
3. Managing Director, CPCL/ NRL/ MRPL/ IGL/ MGL/ OVL

**Subject: Procedure to be followed while processing the requests of OPSUs seeking relaxation for GTE for Tenders below 200 Cr- regarding**

Sir,

I am directed to say that it has been decided to lay down the following procedure for processing the proposals relating to requests of OPSUs seeking relaxation for GTE for Tenders below 200 Cr.

**2. Procedure to process the applications related to items, covered under DoE's OM dated 21.12.2020 and 24.12.2020 (copies attached)**

DoE has granted relaxation for two years with the approval of Secretary, PNG for the items covered under aforementioned letters since these items are not available in India.

- a. The proposals pertaining to the Downstream and Midstream sector shall be examined and technically recommended by the Centre of High Technology (CHT) and proposals pertaining to the Upstream sector shall be examined and technically recommended by the Directorate General of Hydrocarbons (DGH) before submitting to the concerned administrative division of the Ministry.  
CHT and DGH shall also examine the proposed plans provided by OPSUs for engaging with domestic industry to develop the items.
- b. The JS concerned in the M/o PNG have been delegated powers to approve the proposals.
- c. After approval of concerned Joint Secretary in M/o PNG, decision shall be issued for each case with a copy endorsed to DPIIT and Cabinet Secretariat specifically mentioning the name of the item for which exemption has been given.
- d. The Administrative Divisions shall put up details of all the approved cases on monthly basis for the information of Secretary, PNG.

**3. Procedure to process the applications related to items other than mentioned above.**

- a. The proposals pertaining to the Downstream and Midstream sector shall be examined and technically recommended by the Centre of High Technology (CHT) and proposals pertaining to the Upstream sector shall be examined and technically recommended by the Directorate General of Hydrocarbons (DGH) before submitting to the concerned administrative division of the Ministry.

CHT and DGH shall also take cognizance the guidelines issued by DoE vide their OM dated 18.11.2020 while processing the proposals.

- b. Proposals shall be referred to the Integrated Finance Division with the approval of Joint Secretary concerned in the MoPNG.
- c. After the concurrence of AS&FA, PNG, file shall be put up for approval of Secretary, PNG.
- d. After clearance from Secretary, PNG, proposal shall be forwarded on or before 10<sup>th</sup> of every month, to the below mentioned email IDs for approval of Competent Authority i.e. Secretary (Coordination), Cabinet Secretariat:

**Cabinet Secretariat:** ca4-cabsec@gov.in

**D/o Expenditure:** gtenquiry-200@gov.in; kn.reddy@gov.in

**DPIIT:** manmeet.nanda@ias.nic.in; rajesh.gupta66@gov.in

4. This issues with the approval of Secretary, PNG.

Yours faithfully,



Noas Kindo

17/3/2021

Under Secretary to the Govt. of India  
Tel: 23074370

Encl.: as above.

**Copy to:**

- a. PS/PPS to Secretary, PNG.
- b. PPS to AS&FA/Sr. EA, MoPNG
- c. PS/PPS to JS (E&CVO), JS(GP), JS(R), JS(IC), JS(M), JS(G), EA, MoPNG
- d. DG, DGH
- e. ED, CHT



No. F.4/1/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

264-C, North Block,  
New Delhi Dated the 30<sup>th</sup> June, 2021

**OFFICE MEMORANDUM**

**Subject: Consolidated Instructions regarding Global Tender Enquiry (GTE) under Rule 161(iv) of General Financial Rules (GFRs) 2017 upto Rs 200 crore.**

Attention is invited to this Department's OM No. F.12/17/2019-PPD dated 15.05.2020 regarding amendment in Rule 161(iv) of General Financial Rules (GFRs) 2017 stipulating that no Global Tender Enquiry (GTE) shall be invited for tenders upto Rs.200 crore or such limit as may be prescribed by this Department from time to time. It further stipulates that in exceptional cases, where the Ministry or the Department feels that there are special reasons for GTE, it may record its detailed justification and seek prior approval for relaxation to the above Rule from the competent authority i.e. Secretary (Coordination), Cabinet Secretariat.

2. Applicability: Restriction on Global tenders as specified in the revised Rule 161(iv) of GFRs, 2017 will be applicable on all procurements including Goods, Non-consulting services, Consultancy Services and Works including turnkey projects. The instructions are applicable for all the tenders published in newspapers or website after 15.05.2020.

3. It is noted that 40-45 % of the proposals being sent by Ministries/ Departments are either not complete or not in accordance with the instructions issued by this Department and Cabinet Secretariat for submission of the proposals. Due to this, such proposals are returned to proposing Ministry/ Department for rectification. In order to avoid shuttling of the proposals and to save time, all instructions for submission of proposals have been consolidated as under for convenience of proposing Ministries/Departments:

3.1 The proposal for approval shall be submitted by Administrative Ministry with the **concurrence of Financial Advisor and approval of Secretary** concerned. The proposals submitted by individual offices/ organisations (e.g. autonomous bodies, Central Public Sector Undertakings and subordinate offices of Central Government etc.) will not be entertained.

3.2 The proposals shall be submitted along-with **duly filled format** (issued by Cabinet Secretariat vide ID No. 213/2/1/2020-C.A.IV dated 06.10.2020, Annexure-I). **Every page should be attested by Administrative Ministry.**

*Wp*  
30.06.2021



3.3 Apart from Department of Expenditure, the proposals must be submitted simultaneously to (i) Cabinet Secretariat, Email: [ca4-cabsec@gov.in](mailto:ca4-cabsec@gov.in) and (ii) Department for Promotion of Industry & Internal Trade (DPIIT) Emails: [manmeet.nanda@ias.nic.in](mailto:manmeet.nanda@ias.nic.in) & [rajesh.gupta66@gov.in](mailto:rajesh.gupta66@gov.in)

3.4 Before sending proposals for approval of the Global Tenders, following is to be ensured:-

- (i) Domestic tender must be floated to identify the domestic manufacturers/ service providers for the items/ services for which approval is being sought for issuance of Global Tenders. In case, if the Ministry/ Department has not floated a domestic tender after 15.05.2020 for the items to be procured through GTE, such proposals will not be entertained. **The proposal must contain the details of domestic tenders, issued after 15.05.2020** (Tender Number, date of opening, number of offers received, details of offers received, reasons why domestic suppliers were not considered etc.)
- (ii) The proposal **must contain the details of deliberations with DPIIT/ relevant industrial bodies for identification of domestic manufacturers/ service providers.**
- (iii) The **3/5-year procurement plan** as mandated by Public Procurement (Preference to Make in India) (PPP-MII) Order issued by DPIIT must be published on website, before forwarding proposals for the purpose of procurement through GTE. Web-link of published procurement plan should be provided in proposal.

#### 4. Exemptions/Clarifications

4.1 For procurement of specialised equipments required for research purposes, and spares and consumables, for such equipments upto Rs. 200 crore for the use of Educational and Research Institutes, Secretary of Ministry/ Department concerned shall be the competent authority to approve issue of Global Tender Enquiries for such requirements subject to fulfilment of conditions as laid down in Annexure-II. The equipment should be of specialized nature required for research purposes and not the routine equipment used in offices. (OM No. 20/45/2020-PPD dated 08.01.2021)

4.2 **Special relaxation for procurement of Covid-19 related items/ equipments/ services etc. through GTEs till 31.10.2021:** Secretary of Ministry/ Department concerned shall be the competent authority to approve issue of such Global Tender Enquiries (OM No. 4/1/2021-PPD dated 11.06.2021).

4.3 Further, instructions issued vide this department OM No. 12/17/2019-PPD dated 15.05.2020 will not be applicable in following cases:

*WJ*  
30.06.2021



- (i) On procurement of spare parts of the equipments/ Plants & Machinery etc. on nomination basis from Original Equipments Manufactures (OEMs) or Original Equipment Suppliers (OES) or Original Part Manufacturers (OPMs) as no competitive tenders are invited in such cases (OM No. 12/17/2019-PPD dated 29.10.2020).
- (ii) Where procuring entities need to issue GTEs to fulfil contractual commitments/ obligations entered by them before 15.05.2020 i.e. bid has been submitted by them to their clients before 15.05.2020. Similarly, where procuring entities need to issue GTEs in view of existing collaboration agreements entered by them with foreign suppliers before 15.05.2020. (OM No. 4/1/2021-PPD dated 12.03.2021).

30.06.2021

(Kanwalpreet)  
Director (PPD)  
Tel.No. 2309 3811  
Email: [kanwal.irss@gov.in](mailto:kanwal.irss@gov.in)

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi,

**Format for seeking the approval of the Competent Authority as per DoE order on rule 161(iv) of GFR dated 15.05.2020 and 28.05.2020**

S.No.	Particulars	Remarks
1	Name of the Ministry:	
2	Name of the Department:	
3	Name of the sub-ordinate office (If applicable):	
4	Detailed Description of the Item	
5	Use of the Item	
6	Life time of the item proposed ( In years)	
7	Whether item is procured regularly? (If so, Details of procurement of the said item over the past three years (Three completed financial years or last three tenders and the current financial year) inclusive of supply details as per format at Annexure-A.	
8	Quantity required to be procured with justification for the quantity (State/UT/Region wise projection)	
9	Estimated procurement price along with basic of such estimation (International Price comparison chart)	

Stamp and Signature of the  
Authorized officer of the proposing Department  
Name and Designation



10	Justification to be submitted as under	
	a	Detailed justification for Global Tender and essentiality of import (Item wise)
	b	Who are the (possible) vendors of the item under procurement, in the global (including India) market?
11	1	Whether the Department has tried and floated the tender to identify the domestic suppliers in the past financial year (If not, the reason thereof)
	2	Capacity of all domestic local suppliers as per the domestic tender floated, if any
12	<b>What are technical alternatives available within country and whether they can be used (<i>substituted</i>) for the proposed item under GTE?</b>	
13	Whether the Department had in the past attempted at development of local suppliers/phased indigenization/promotion of alternative technology having sufficient local suppliers. (If so, details thereof)	

Stamp and Signature of the  
Authorized officer of the proposing Department  
Name and Designation

14	Consequences of non-procurement of the item through GTE.	
15	Whether BIS standards are available for the items proposed under procurement. If not, the efforts made to operationalize such standards.	
16	Whether the department had published procurement plan for next 5 years, for the item under discussion?	

The above proposal is submitted, with the approval of the Secretary of the Administrative Department/Ministry, for the consideration of the Competent Authority, as mandated by D/o Expenditure order dated 15<sup>th</sup> May, 2020 regarding Amendment in GFRs-2017, regarding Global Tender Enquiry.

Also, it is informed that the above proposal had been sent to Cabinet Secretariat (Via Email ID: [ca4-cabsec@gov.in](mailto:ca4-cabsec@gov.in)), D/o Expenditure (via Email ID: [GTEnquiry-200@gov.in](mailto:GTEnquiry-200@gov.in)) and to DPIIT, for their consideration.

Stamp and Signature of the  
Authorized officer of the proposing Department

Name

Designation

Contact Number

Email ID



FORMAT FOR GTE

Details of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details.

Year of contract	Item	Contract No. & date	Supplier	Quantity of supply with unit	Rate per unit	Completion date of contract	Country of Origin of goods	Local content in %

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Stamp and Signature of the  
Authorized officer of the proposing Department.  
Name and Designation

**Efforts to locate domestic suppliers**

Educational, Research institutions and other units will make full efforts towards reducing of imports in following manner. This will result in substantial effects both within the institutions and also through impact on the eco-system:

- (i) Identification of equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical help and expertise for developing the equipment. This programme will be coordinated by the Empowered Technology Group (constituted by Cabinet and chaired by the PSA)
- (ii) Efforts to promote technology transfer through agreements or to encourage technological collaboration with foreign manufacturing in India at the Start-ups set up in Research Parks.
- (iii) Sharing and updating of information about the availability of research equipment across various Indian Institutes on a single portal (their I-STEM portal has been developed for this purpose) so that those can be utilized by the needy institutes.
- (iv) Without compromising quality, Institutes should indicate alternative/ equivalent technical specifications that could suit their requirement, so that there are more chances of local manufacturers participate in the tendering process.
- (v) Regular Interaction between academia and Indian industry organizations at the level of the institution about the requirement of equipment of foreign origin and for encouraging the domestic manufacturing.
- (vi) Regular requirement of proprietary/ non-proprietary research consumables may be assessed and domestic alternatives are explored for use.
- (vii) A national level programme for indigenous development of scientific equipment be initiated by the Office of PSA.
- (viii) Without compromising quality, Institutes should be flexible with specifications so that domestic manufacturers are encouraged to meet requirements.

**2. Guidelines for resorting to GTE :**

- (i) Market assessment should be done by the concerned institution, as certified by the Head of the Institution. Only after no Indian manufacturer is found, a GTE should be issued.
- (ii) In case no Indian manufacturer/ suppliers are found, procurement may be done, through GTE, subject to compliance of provisions of GFR and requirement of procurement through GeM.



- (iii) DEAN (R&D) or an appropriate authority within the institute will issue certificates as per para 3 below, before inviting GTE. As a reporting matter in the Board of Governors, such certificates should be tabled, and also shared with Office of the PSA, DPIIT and concerned Administrative Ministry.
- (iv) The information about the procurement of equipment should be shared across various Educational and Research Institutes, through the I-STEM portal, already established for this purpose by the PSA's office. This will allow the equipment to be used by other institutions too, for research purposes.
- (v) Analyze the equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical assistance and expertise for developing the equipment. Half-Yearly reports on this action to be shared by the Institutes with the Office of the PSA, DPIIT and concerned Administrative Ministry. A national level scheme will also be initiated by the Office of PSA for indigenous development of scientific equipment.
- (vi) Preference to local suppliers over foreign supplier as per the existing GoI guidelines, should be observed as applicable.

**3. Certificates to be issued**

- (i) Confirmation of non-availability in India of particular equipment/ consumables of foreign origin through Government e-Marketplace (GeM) and other sources;
- (ii) Certification that locally available alternatives with equivalent specifications are not suitable for research purposes;
- (iii) The non-availability of such equipment for research purposes with nearby research institutes or within the institute.
- (vi) Certification of the requirement of proprietary items of foreign origin for research purposes (where applicable).