



PM Cell – MM

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Circular No. 07/2023 -cum- Integrated MM Manual Amendment No. 83

No. DLI/CORP-MM/2022/PMC/13(42)/1063799

Dated 23.01.2023

Sub: Sampling, Bonding, Testing, De-bonding and Dispatch of chemicals procured from Indigenous sources

Reference is invited to Integrated MM Manual para 21.5, 21.6, 21.7 wherein provisions pertaining to Sampling, Bonding, Testing, De-bonding and Dispatch of chemicals have been stipulated. These modified provisions were issued vide Circular No. 03/2019 dated 31.01.2019.

EPC in its meeting (01/2023) held on 06.01.2023 (UCN 1284), has reviewed the existing provisions pertaining to Sampling, Bonding, Testing, De-bonding and Dispatch of chemicals procured from Indigenous sources.

EPC decided that henceforth pre-dispatch inspection at source (i.e. sampling and bonding at firms' premises, testing of bulk sample at designated ONGC lab and de-bonding & dispatch of material at / from firms' premises) shall be done for the following Chemicals:

S. No.	Name of Chemical	Designated ONGC Lab (RGL / IDT) for testing
Category 'A' item		
1.	Barytes	Chennai
2.	Bentonite	Vadodara
3.	Resinated Lignite	Vadodara
4.	Chrome Lignite	Vadodara
5.	Limestone Powder	Sivasagar/Panvel/Vadodara/Chennai/IDT/Rajahmundry *
6.	Calcium Carbonate (Micronised)	Sivasagar/Panvel /IDT *
7.	Potassium Chloride	Vadodara/Panvel/IDT *
Other than Category 'A' item (used in EOR schemes which are purchased in bulk)		
8.	Alkali Soda Ash	Vadodara
9.	Surfactants	Vadodara

In accordance with decision taken in the aforesaid EPC meeting, relevant provisions of Integrated MM Manual stand modified as per Annexure - A. The Work Centres shall incorporate suitable clauses in Tender document and Purchase Order for Chemicals inline with Integrated MM Manual provisions.

Above guidelines should be meticulously followed by all concerned.

Sandeep Gupta
(Sandeep Gupta)

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.**

Annexure-A**Statement showing existing vis-a-vis modified provisions of Integrated MM Manual.**

Para No.	Existing Provision	Modified Provision	Remarks
21.5	Inspection and rejection of Materials by Consignee(s)	Inspection and rejection of Materials by Consignee(s)	No change
21.5.1In case of Chemicals para no, <u>21.7.1(II)</u> shall be applicable.In case of Chemicals para no. <u>21.7.1(II) and (III)</u> shall be applicable.	Underlined para modified
21.6	Procurement and inspection of oil field chemicals. (v) 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)	Procurement and inspection of oil field chemicals. (v) 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) <u>Applicable in the case of Chemicals procured from indigenous sources, where Source Sampling, Bonding, testing is involved:</u> <u>For LD purpose, date of offering the material for Sampling / Bonding shall be considered as date of delivery, if the sample drawn passes in the lab test. If the sample fails in the lab test, fresh date of offering of material for sampling / bonding for which the sample passes in the lab test, shall be considered as date of delivery.</u>	Underlined portion added
21.7	Sampling, bonding, testing, de-bonding and dispatch of bulk chemicals	Sampling, bonding, testing, de-bonding and dispatch of bulk chemicals	No Change

21.7.1 (I)	For imported Supplies:	For imported Supplies:	No change
21.7.1 (II)	Destination Sampling and testing of chemicals procured from Indigenous sources. 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).	Destination Sampling and testing of chemicals procured from Indigenous sources. 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, <u>except Chemicals listed at para 21.7.1(III) below</u>).	Underlined portion added
	Note 1: 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 consignee.	Note: 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 consignee.	No Change except "1" after "Note" deleted
	Note 2: 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. 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.	-----	Shifted at the end after 21.7.1(III)
	No Provision exists	21.7.1(III) Source Sampling, Bonding, De-Bonding and Testing of Chemicals procured from Indigenous sources.	New Provision

No Provision exists

1. Source Sampling, Bonding, De-Bonding and testing of chemicals procured from Indigenous sources will be carried out for following items (whether against NCB or ICB or any other type of tenders, including those centrally procured by Corporate MM) and their testing will be carried out at the designated lab mentioned against them:

S. No	Name of Chemical	Designated ONGC Lab (RGL / IDT) for testing
Category 'A' item		
1.	Barytes	Chennai
2.	Bentonite	Vadodara
3.	Resinated Lignite	Vadodara
4.	Chrome Lignite	Vadodara
5.	Limestone Powder	Sivasagar/Panvel/Vadodara /Chennai/IDT/Rajahmundry *
6.	Calcium Carbonate (Micronised)	Sivasagar/Panvel /IDT *
7.	Potassium Chloride	Vadodara/Panvel/IDT *
Other than Category 'A' item (used in EOR schemes which are purchased in bulk)		
8.	Alkali Soda Ash	Vadodara
9.	Surfactants	Vadodara

In case of emergent stock issues, if it is difficult to approach designated RGL located at distant place, for testing, in such cases nearest RGL can also be approached for testing.

New Provision

		<p>* In respect to items at SI 5,6,7 of above table, at the time of placement of the order depending on the consignees and the quantities, one lab out of the RGL's/IDT shall be proposed by Dealing Officer/TC and approved by CPA.</p>	
	No Provision exists	<p>2. A TPI agency shall be deputed for sampling, bonding of above Chemicals and if same passes in Lab test, debonding of Chemical and supervision for dispatch of chemicals at supplier's end shall also be done by TPI agency, which shall be engaged/hired and paid by ONGC.</p> <p>TPI agencies shall be empanelled centrally by Corporate MM.</p> <p>Testing of the samples will be carried out in the designated ONGC labs. It shall be ensured by concerned Chemistry Department and purchaser that after the call for sampling/bonding is given by Supplier, the TPI agency shall be deputed within 7 Calendar days. Similarly, after the sample passes the Lab test, TPI shall be deputed within 7 Calendar days for debonding & dispatch of the material.</p> <p>Note: Till the time exercise for empanelment of TPI agencies for source inspection of chemicals procured from Indigenous sources is completed, the prevailing practice of destination inspection shall be continued. However, testing shall be carried out in designated ONGC Labs as brought</p>	New Provision

		out in para 21.7.1(III) - 1 above for items mentioned therein.	
	No Provision exists	<p>3. A sampling, Bonding, De-bonding and supervision of Dispatch Plan /Process 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.</p> <p>The work order on TPI agency should categorically indicate the detailed scope of TPI and the deliverables required from them.</p>	New Provision
	No Provision exists	<p>4. Total Four bulk samples will be drawn during sampling / bonding. The bulk samples taken at Source will have the seal and signatures of the party and authorised representative of TPI agency.</p> <p>Two (2) samples will be sent to lab for test, one (01) sample will be given to supplier, one (01) sample will be given to Chemistry Dept. by TPI Agency.</p> <p>TPI Agency shall forward the samples directly to the ONGC designated laboratory, ONGC Chemistry Department, as specified in the Purchase Order and also send intimation to the Purchase Dept. regarding forwarding of samples to the laboratory for testing and other authorities as mentioned above.</p> <p>In all cases where sample has passed the test and there is no dispute, the sample will be destroyed after six months</p>	New Provision

		<p>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>	
	No Provision exists	<p>5. TPI agency will be responsible for proper sampling, bonding of Chemicals, safe dispatch of the samples to designated ONGC Labs, and if sample passes in Lab test, debonding of chemicals and TPI agency shall also supervise dispatch of Chemicals at supplier's end.</p> <p>In order to ensure dispatch of material by the supplier in the presence of TPI agency deputed for sampling, bonding, de-bonding and supervision of 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, de-bonding and supervision of dispatch of chemicals.</p> <p>After de-bonding, the dispatch shall be done by the Supplier in the presence of the TPI agency and the time limit from de-bonding, during which the materials shall be dispatched by the supplier after the sample has passed in the Lab test, shall be clearly mentioned in the tender itself depending on the Lot size, mode of transport and type of chemical etc.</p> <p>The supplier should ensure availability of requisite transport after passing of sample in lab test and arrange for</p>	New Provision

		debonding /dispatch of materials in the presence of TPI agency deputed by ONGC.	
	No Provision exists	6. 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 manufacturer, name of the chemical, Lot No, Batch No., date of manufacture and Supply order No.	New Provision
	No Provision exists	7. Testing of the samples will be carried out in the designated ONGC Labs.	New Provision
	No Provision exists	8. No Chemist for sampling and bonding in these cases will be deputed at firm's premises.	New Provision
	---	<p>Note (Applicable to both 21.7.1(II) and 21.7.1(III)):</p> <p>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. 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.</p>	<p>Shifted from 21.7.1(II)</p> <p>Following heading added:</p> <p>“(Applicable to both 21.7.1(II) and 21.7.1(III))”</p>

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