



PMC Cell – MM

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Corporate Materials Management

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Circular no. 52/2023 -cum-Amendment (01/2023) to SOP for GeM Tenders

No. DLI/Corp-MM/2023/PMC/999745

Dated: 19.07.2023

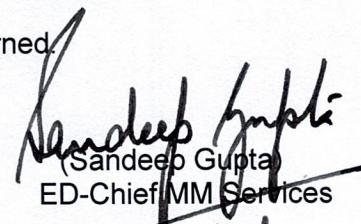
Sub: Clarification regarding para 34.1.2 of IMMM and Amendment to SOP for GeM tenders

Reference is invited to para 3.2.2 of SOP for GeM tenders read with para 34.1.2 of IMMM. It is observed that for GeM tenders many work-centers are sending the file to CPA i.e. concerned Director for approvals required under para 34.1.2(a) of IMMM (even when concerned L-1 has full powers including EPC cases) presumably because there is no provision of holding TC for GeM procurement except in situations after price bid opening as defined in para 8.1.3 of IMMM.

In this regard, it is clarified that for activities mentioned under para 34.1.2(a) of IMMM, concerned L-1 has full powers including EPC cases irrespective of whether approval is required based on recommendations of TC or even if TC is not required as per provisions for procurement through GeM. Similarly, for activities under para 34.1.2(b) of IMMM, concerned Director has full powers irrespective of whether approval is required based on recommendations of TC or otherwise in GeM tenders where TC is not required.

In view of above, SOP for GeM Tenders stands modified as per enclosed Annexure-1.

Above guidelines should be meticulously followed by all concerned.

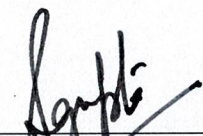

(Sandeep Gupta)
ED-Chief MM Services
19/7/23

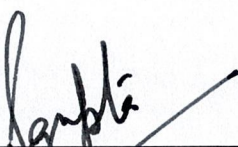
Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

All concerned may download the circular from the site. Hard copies are not distributed separately.

Annexure-1

Statement showing existing vis-a-vis modified provision of SOP for GeM Tenders

Para	Existing Provision	Modified Provision	Remarks
3.2.2	<p>Two Bid system (indicated as two stage bidding in GeM) shall be followed. Based on the indent and in consultation with indenter, the e-Bidding document will be created by the dealing officer 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, Experience criteria, past performance criteria and financial criteria (if applicable as per value of the case) and any other applicable Additional Term and condition (ATC), as available in GeM Portal etc. <u>All the functionalities in GeM including the facility of corrigendum (through Request Management System) may be used to incorporate any term and conditions other than ATC library in GeM.</u> Approval of CPA shall be obtained for inviting the tender and bidding conditions in line with para 34 of IMMM.</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</p>	<p>Two Bid system (indicated as two stage bidding in GeM) shall be followed. Based on the indent and in consultation with indenter, the e-Bidding document will be created by the dealing officer 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, Experience criteria, past performance criteria and financial criteria (if applicable as per value of the case) and any other applicable Additional Term and condition (ATC), as available in GeM Portal etc. <u>All the applicable functionalities in GeM may be used to incorporate terms and conditions other than ATC library in GeM. FAQs on GeM issued by PMC may be referred in this regards.</u> Approval of CPA shall be obtained for inviting the tender and bidding conditions in line with para 34.1.2 of IMMM. <u>However, concerned L-1 and Director shall have full powers to approve the activities as per para 34.1.2(a) and 34.1.2(b) of IMMM respectively, irrespective of whether recommendations are with or without TC (as per provisions for GeM procurement).</u></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. Such</p>	<p>Underlined portion modified/added.</p> 

	<p>creating the bid. Such reference product/service may or may not be lowest price item in the marketplace search rather it must meet the technical requirement of ONGC as per parameters in GEM.</p> <p>Indenting section shall provide the item which matches the specific requirement for creating the bid along with the Indent along with other details. In case, experience criteria and past performance criteria is also required to be incorporated in the bid, the same shall also be provided along with the indent. In case, some conditions, which are not covered in GeM GTC, product/service specific STC and standard ATC library, are required to be incorporated, <u>the same can be incorporated through corrigendum in Request Management System, as per GeM GTC.</u> Indenting section shall provide the same alongwith other details as mentioned above with Indent, duly approved by competent authority as per para 34.1 of IMM Manual.</p> <p>...</p>	<p>reference product/service may or may not be lowest price item in the marketplace search rather it must meet the technical requirement of ONGC as per parameters in GEM.</p> <p>Indenting section shall provide the item which matches the specific requirement for creating the bid along with the Indent along with other details. In case, experience criteria and past performance criteria is also required to be incorporated in the bid, the same shall also be provided along with the indent. In case, some conditions, which are not covered in GeM GTC, product/service specific STC and standard ATC library, are required to be incorporated, <u>the same can be incorporated through buyer added ATC functionality.</u> Indenting section shall provide the same alongwith other details as mentioned above with Indent, duly approved by competent authority as per para 34.1 of IMM Manual.</p> <p>...</p>	
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