

NUMALIGARH REFINERY LIMITED

Adoption of company policy for procurement of Goods and Services from Government e-Marketplace (GeM) (<https://gem.gov.in/>)

Government e-Market Place (GeM) hosted by Govt. of India where common use goods and services can be procured. GeM is dynamic, self-sustaining and user friendly portal for making procurement.

As per amended GFR rule 147 (Vide No. F.1/26/2018-PPD dtd 2nd April, 2019, Ministry of Finance), the Ministries or Departments has been delegated full powers to make their own arrangement for procurement of Goods and Services that are not available on GeM. Common used Goods and Services available on GeM are required to be procured mandatorily through GeM as per rule 149.

Numaligarh Refinery Limited (NRL) has adopted the policy for procuring common used available items from GeM. The following are the few salient feature of the GeM policy adopted by NRL:

- 1. Procurement upto Rs 25,000/- : not on competitive basis :** The user function can procure any required item of choice upto Rs 25,000/= against each order without going through comparative/competitive process.

Following departments can exercise this provision of procurement up to Rs 25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.

- i) Commercial Department
- ii) HR, NRL Site
- iii) Admin , Guwahati Corporate office
- iv) Siliguri Marketing Terminal
- v) Delhi Office.

Prior approval should be obtained from Committee as per DOA. Regularization of the GeM order in SAP and realising payment through LIV route will be done by the authorised user of the respective departments mention above.

- 2. Procurement above Rs 25,000/- and up to Rs 5,00,000/- on lowest price basis :**

Above Rs 25,000/- and up to Rs 5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of Rs 30 lakh will continue), of atleast three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction

available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000/-.

PR will be released and forwarded to Commercial Department by the User function following existing procedure.

Lowest bidder offering the item with the requisite quality, specification and delivery period, amongst the available sellers from atleast three different manufacturers on GeM will be selected by respective officer of Commercial Department.

3. Procurement beyond Rs 5,00,000/- on competitive basis :

Competitive bidding for procurement beyond Rs 5,00,000/- in GeM against each order.

PR will be released and forwarded to Commercial Department by the User function following existing procedure.

Bid creation in GeM, opening of bids will be done by Commercial. Technical evaluation will be done by user department following existing procedure. Priced bid will be opened in GeM by Commercial. The technical bids of the sellers who are under suspension/ holiday listed in NRL shall be rejected so that priced bids of such bidder are not opened and they are precluded from obtaining orders through GeM.

GeM has its own predefined terms and conditions and hence, NRL's terms and conditions and GCC/GPC shall not be incorporated to ensure that there is no confusion amongst the bidders/sellers.

Being a very transparent, efficient, secure, safe and potential e-market platform, the prospective suppliers / bidders of NRL may like to get them registered with GeM.
