



PM Cell – MM

## Oil and Natural Gas Corporation Ltd

Corporate Materials Management  
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**Sub: Allowing applicable benefits to MSEs**

Reference of all concerned is invited to provisions under para No. 16.5.1 of MM Manual, which interalia stipulate that MSEs bidders, will be exempted from furnishing bid security / earnest money deposit 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.

During the scrutiny of one of the cases, it has come to notice that applicability of benefits available to MSE bidders with reference to the registration certificates submitted by them was not adequately recorded in the TC minutes. Hence, it could not be determined as to whether this aspect was examined by the Tender Committee, before allowing applicable benefits to them.

In order to avoid above situation and also adverse comments by the investigating agencies, all concerned are advised that wherever applicable benefits are allowed to MSE bidders, TC should examine the applicability of the same with reference to the registration certificate submitted by them vis-à-vis the items they intend to quote and adequately record the same in the TC minutes. In this regard guidelines issued vide circular 09/2017 dated 27.02.2017 may also be referred.

Above guidelines should be meticulously followed by all concerned.

*Ashwini Nagia*  
20/3/18

(Ashwini Nagia)  
ED-Chief MM Services

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