



PM Cell – MM

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Sub: Standard Operating Procedure (SOP) for providing information pertaining to tenders, bids, and contracts under RTI Act-2005

It is observed that various workcentres are following different processes for sharing information pertaining to tenders, bids, and contracts under RTI Act-2005 to a third party, and a need was felt to have a standardized procedure which could be followed uniformly across ONGC.

In accordance with the directives issued by EPC in its meeting (08/2016) held on 03.03.2016, the above issue has been examined under consultation with Legal Department. It has been decided that henceforth following SOP shall be followed while providing information pertaining to tenders, bids, and contracts under the RTI Act:

- (i) Consequent upon receipt of RTI application seeking information in respect of tenders, bids, and contracts, a letter shall be issued to the bidder/contractor who had furnished the said information to ONGC, informing that said information has been sought from ONGC by _____ (name of the RTI applicant) against RTI Act. Such bidder/contractor shall be asked to make submission in writing against proposed disclosure, giving 10 days' time to respond.
- (ii) The relevant query should also be mentioned in the letter.
- (iii) It should be made clear in the letter that if the bidder / contractor fail to respond to the said notice in the given period then ONGC may take appropriate decision about the disclosure of the information sought without any responsibility on its part.
- (iv) If bidder/contractor refuses to give consent to disclose information, ONGC should inform RTI applicant accordingly.

All concerned are advised to strictly follow aforesaid SOP while replying queries pertaining to tenders, bids, and contracts under RTI Act-2005.

Ashwini Nagia
22/11/16

(Ashwini Nagia)
ED-Chief MM Services

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3. CVO, ONGC, Jeevan Bharti Building, New Delhi.