



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd Corporate Materials Management

9<sup>th</sup> Floor, South Tower, SCOPE Minar,  
Laxmi Nagar, Delhi -110 092  
Tel – (011) 22406044 Fax – (011) 22446494

Circular No. 25/2016

No: MAT/PMC/13(27)nego/2016

Dated: 22.06.2016

**Sub: Seeking clarifications / confirmation / deficient document from the bidders.**

Reference is invited to provisions under para 13.4 of Integrated MM Manual and standard tender conditions "on seeking clarifications of bids", which stipulate that during evaluation of bids, ONGC may at its discretion ask the bidders for clarifications/ confirmations / deficient documents without allowing the bidder to change basic structure of bid. However, "vital criteria for acceptance of bids" of BEC for Services contracts against ICB tenders, stipulates that conditional / non-conforming bids shall not be considered and shall be outrightly rejected.

In order to remove contradiction between provisions and also to bring uniformity in the "vital criteria for acceptance of bids" of BECs for procurement of goods and services against IND/ICB tenders, relevant provisions of the said BECs stand modified as per enclosed Annexure-A.

Above guidelines should be meticulously followed by all concerned.

*Ray m*  
*22/06/16*

(C.R. Mohanty)  
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').

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

Copy to:

1. EO to CMD, ONGC, Jeevan Bharti Building, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration) / Director (Onshore) / Director (Finance), ONGC, Jeevan Bharti Building, New Delhi.
3. CVO, ONGC, Jeevan Bharti Building, New Delhi.

**Annexure-A**

**Statement showing existing vis-à-vis modified provisions of standard BECs for procurement of goods and services.**

<b>Existing Provisions</b>	<b>Modified Provisions</b>
<p><b><u>Services (ICB):</u></b></p> <p><b>Vital criteria for acceptance of bids:-</b></p> <p>Bidders are advised not to take any exception/deviations to the bid document. Exceptions/ deviations, if any, should be brought out during the Pre-bid conference. In case Pre-bid conference is not held, the exceptions/ deviations along with suggested changes are to be communicated to ONGC within the date specified in the NIT and bid document. ONGC after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and <u>shall</u> be outrightly rejected.</p> <p><b><u>Services (IND):</u></b></p> <p><b>Vital criteria for acceptance of bids:-</b></p> <p>Bidders are advised not to take any exception/deviations to the bid document. Exceptions/ deviations, if any, should be brought out during the Pre-bid conference. In case Pre-bid conference is not held, the exceptions/ deviations along with suggested changes are to be communicated to ONGC within the date specified in the NIT and bid document. ONGC after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and <u>may</u> be rejected outright.</p>	<p><b>Vital criteria for acceptance of bids:-</b></p> <p>Bidders are advised not to take any exception/deviations to the bid document. Exceptions/ deviations, if any, should be brought out during the Pre-bid conference. In case Pre-bid conference is not held, the exceptions/ deviations along with suggested changes are to be communicated to ONGC within the date specified in the NIT and bid document. ONGC after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and may be rejected outright.</p> <p><u>However, During evaluation of bids, Purchaser may at its discretion ask the Bidder for clarifications/ confirmations/ deficient documents of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought or permitted.</u></p>

Existing Provisions	Modified Provisions
<p data-bbox="181 248 427 280"><u>Goods (IND/ICB):</u></p> <p data-bbox="181 316 696 347"><b>Vital criteria for acceptance of bids:-</b></p> <p data-bbox="181 352 1032 619">Bidders are advised not to take any exception/deviations to the bid document. Exceptions/ deviations, if any, should be brought out during the Pre-bid conference. ONGC after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and may be rejected outright.</p>	