



PM Cell – MM

## Oil and Natural Gas Corporation Ltd

### Corporate Materials Management

2<sup>nd</sup> Floor, Tower-A, Deendayal Urja Bhawan,  
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070  
Tel – (011)26752004 Fax – (011) 26129091

#### Circular No. 24/2022

No: DLI/CORP-MM/2022/CS/1003719

Dated: 19.07.2022

**Sub: Demarcation of roles and responsibilities of different officers (MM, Indenter & Finance) involved in preparation/vetting of Comparative Statement (CS).**

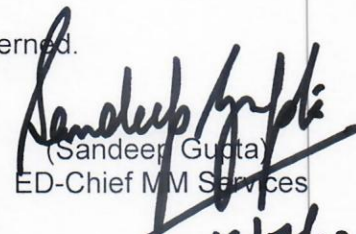
Reference is invited to Para 13.3 of Integrated MM Manual, wherein inter-alia it has been stipulated that at the techno-commercial evaluation stage, the CS should be objectively prepared covering all the techno-commercial points of the tender required for evaluation. Compliances and non-compliances and scores (in the case of QCBS) against all the requirements of BEC and the deviations / exceptions (if any) should be clearly spelt out in the CS.

During the investigation of a case by Vigilance Department, a number of similarities were found in two of the bids submitted in a tender which were observed as violation of Integrity Pact. TC failed to notice these violations as these were not brought out in the CS of the bids. Rather, in the CS it was mentioned that bidders had complied with relevant commercial BEC clauses. Eventually, based on recommendations of TC approval by CPA, the contract was awarded to one of these two firms who emerged L-1.

Vigilance Department brought out the issue to the notice of Director (T&FS)-I/c MM for further needful action. Thereafter, a Committee was constituted to clearly demarcate the roles and responsibilities of MM, Indenter and Finance involved in preparation/vetting of CS in line with individual and collective responsibilities of tender Committee members. The Committee in its report has brought out that as in Para 13.3 of IMMM, roles and responsibilities of officers have been clearly demarcated, therefore, the Committee has recommended that the guidelines be reiterated.

Accordingly, all concerned are advised to take note of guidelines as stipulated in Para 13.3 of IMMM regarding role and responsibilities of different officers involved in vetting and preparation of CS.

Above guidelines should be meticulously followed by all concerned.

  
(Sandeep Gupta)  
ED-Chief MM Services  
19/7/22

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.**