



PMc Cell – MM

# Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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## Sub: Extension of delivery Period in Goods Procurement

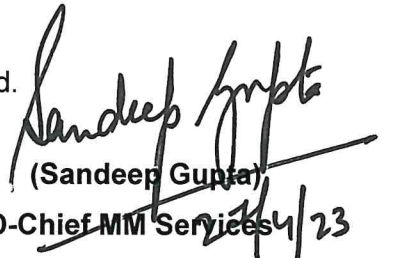
Kind reference is invited to Integrated MM Manual Para 18.2.5.(b) and 18.2.5.(c) pertaining to grant of extension of Delivery / Mobilization / Completion date, wherein interalia requirement of confirmation of continued existence of the requirement from indentor is pre-requisite for such an extension .

It has been observed that in some Work Centres, in case of procurement of goods confirmation of continued existence of the requirement from indentor is being sought first and subsequently proposal for extension of Delivery Period for approval of CPA is being initiated, which leads to delay in processing of such cases. Therefore all concerned are advised to obtain the confirmation of continued existence of the requirement from indentor while submitting the proposal to CPA for extension in Delivery Period itself to avoid delay and process the file in one go.

Further reference is also invited to para 18.2.5(a) which stipulates that in cases where the delivery/ work is not likely to be completed as per original schedule, and cancellation/ termination of contract is not contemplated, the time of delivery/ completion should be suitably extended as per instructions, before the expiry date of mobilization/ delivery/ completion, so that the contract continues to be in force and the contractor remains liable to execute the contract.

However, it has been noted that in many cases ex- post facto approval is being sought after expiry of original/extended Delivery Period. To avoid such situations, concerned indentor and Tender Processing Group should closely monitor the orders for procurement of goods and make all efforts to obtain approval of CPA for extension of Delivery Period before expiry of Delivery Period inline with IMMM para 18.2.5.

Above guidelines should be meticulously followed by all concerned.

  
(Sandeep Gupta)  
ED-Chief MM Services 27/4/23

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