



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

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### Circular No. 16/2022-cum-IMMM Amendment No. 74

No: DLI/CORP-MM/2022/PMC/ 850518

Dated: 21.06.2022

#### Sub: Summary Matrix for EPC Agenda

Reference is invited to Circular No. 28/99 dated 20.09.1999, 15/2001 dated 27.07.2001 and Integrated MM Manual para 10.6.1 (g), wherein inetrallia provision on Checklist, Executive Summary, Topsheet and Certificate of Compliance, which should be submitted along with EPC agenda brief, have been stipulated.

In order to simplify, rationalize and consolidate the information into a unified single comprehensive structured document, EPC has approved new 'Summary Matrix for EPC agenda' substituting 'Checklist', 'Executive Summary', 'Topsheet' and 'Certificate of Compliance' for EPC agenda. This abrogates the corresponding existing provision of PMC circulars/ Integrated MM manual to this extent.

Further, EPC also approved that any future changes / modifications to the 'Summary Matrix for EPC agenda' shall be effected with approval of Director-I/c MM in line with PMC/ONGC guidelines issued from time-to-time.

The amended para of Integrated MM Manual is attached at Annexure-1. The format for 'Summary Matrix for EPC agenda' is attached at Annexure-2.

Above guidelines should be meticulously followed by all concerned.

  
21/06/2022

(A P Tripathi)

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.

**Annexure-1**

<b>Para No.</b>	<b>Existing Provision</b>	<b>Modified provision</b>	<b>Remarks</b>
10.6.1 (g.)	<p>A Top Sheet signed by concerned Key Executive containing the following information, should be submitted along with agenda brief:</p> <ul style="list-style-type: none"> <li>(i) Subject</li> <li>(ii) Tender Committee Members</li> <li>(iii) Officer giving financial concurrence</li> <li>(iv) Concerned Key Executive endorsing proposal</li> <li>(v) Concerned Director endorsing proposal</li> <li>(vi) Any deviation from existing BDP &amp; MM Manual provisions.</li> <li>(vii) Any deviation from standard BEC</li> <li>(viii) LPR, if any:</li> <li>(ix) Any extensions:</li> <li>(x) Whether all procedural, technical, financial &amp; commercial aspects adhered to:</li> <li>(xi) Status of past contract, if any:</li> <li>(xii) A certificate from the Tender Committee members that all procedural aspects have been taken care of while formulating the recommendations</li> <li>(xiii) A certificate from the Tender Committee-members that the prevailing CVC guidelines have been complied with at every stage of tender processing including the final recommendations for award of contract, if any,</li> <li>(xiv) Recommendations of the Tender Committee having the financial concurrence of the head of Finance of the Asset/Basin etc. and the endorsement of the concerned Key executive.</li> </ul>	<p>A 'Summary Matrix for EPC agenda' should be incorporated in the agenda brief and signed by the TC and the Key Executive.</p> <p>The format for 'Summary Matrix for EPC agenda' has been issued vide PMC circular 16/2022 (as amended).</p> <p>Any changes / modifications to the 'Summary Matrix for EPC agenda' shall be effected through PMC with approval of Director-l/c MM.</p>	Provision modified

Summary Matrix for EPC agenda

Section-A [Administrative Approval and Expenditure Sanction Particulars]		
SI No.	Subject	Response / Reference  Information / details required under this section should be brought out in a structured response form in Agenda Note and relevant para number only to be indicated here if the response details are lengthy.
A 1.	<u>Administrative Approval and Expenditure Sanction Particulars:</u>	
a.	Broad Description of the Procurement Case (goods / services / LSTK or Works)	
b.	If the proposed procurement is a part of any approved project / scheme, then name of the Project/Scheme, Synopsis of the Project / Scheme and expenditure sanction for the project / scheme.	
c.	Need / justification for procuring such goods / services / LSTK or Works.	
d.	Competent Authority according Administrative Approval and date of approval.	
e.	Initial expenditure Sanction amount as on date of placing Indent to MM, date and authority according such expenditure sanction (If not, point no. A.2 to be responded)	
f.	Final Expenditure Sanction Amount duly considering modification in scope, if any, as a result of pre-bid meeting or otherwise and also taking into account situations under <b>A.3</b> and <b>A.3.1</b> ; Competent Authority according expenditure sanction for the proposed procurement and date of according expenditure sanction.	
g.	Cost put to tender (for LSTK or Works).	

<b>A.2</b>	If expenditure sanction was not available on date of placing indent to MM, the Competent Authority (presently L-1 executive) who has accorded approval for placement of indent and processing of the case pending expenditure sanction	
<b>A.2.1</b>	In case of <b>A.2</b> , amount of estimated cost (in ₹)	
<b>A.2.2</b>	Whether expenditure sanction was available before price bid opening.	
<b>A.2.3</b>	If response to <b>A.2.2</b> is <b>No</b> , then date of approval of Competent Authority (presently EPC) for opening price bid without availability of expenditure sanction	
<b>A 3.</b>	<b>Applicable for Service Contracts and LSTK projects, in terms of provisions at para no. 4.7 of IMM Manual</b>	
a.	Amount of Revised Cost Estimates (in ₹)(Frozen before opening of Techno-commercial bid), if any.	
b.	Date of revision of the cost estimates.	
c.	Authority who has approved the revised cost estimates	
<b>A 3.1</b>		
a.	In case of upward revision of cost estimate (as per <b>A.3</b> above), whether the revised expenditure sanction was obtained before price bid opening?	
b.	If yes, the authority according revised expenditure sanction pursuant to upward revision in cost estimate.	
c.	Date of according revised expenditure sanction.	
<b>Section-B [Bid Invitation and Summary of Techno-commercial Evaluation]</b>		
<b>B.1</b>	Date of placement of indent complete in all respects	
<b>B.2</b>	BEC Approved by ..... (the authority concerned) and date thereof	
<b>B.3</b>	Tender No. and date of NIT	
<b>B.4</b>	Date of Pre-bid conference (if held)	
<b>B.5</b>	Techno-commercial bid opening date	
<b>B.6</b>	Number of bids received and names of bidders	
<b>B.7</b>	Date of Post-bid conference (if held)	
<b>B.8</b>	Date of Price Bid Opening	
<b>B.9</b>	Validity of Offers	
<b>B.10</b>	Time taken for processing the tender till submission of instant proposal to EPC. Reasons for delay, if any, vis-à-vis the prescribed time norms	

<b>Section-C [Reasonability of Rates, Urgency, Status of Ongoing Contract, Financial Implication of the Proposed Recommendation]</b>		
<b>C.1</b>	Reasonability of rates / prices	
<b>C.2</b>	Criticality and / or Operational urgency of the case	
<b>C.3</b>	Status of the existing / ongoing contract, if any	
<b>C.4</b>	Status of present stock of tendered item(s) in terms of quantity and stock months and need for fresh procurement in light of present stock	
<b>C.5</b>	Total financial implications (in Award Currency and equivalent INR)	
<b>Section-D [Complaints &amp; Representations, IEM ]</b>		
<b>D.1</b>	Representations received on price / financial criteria evaluation aspects, including references to IEMs, after opening of price bid	
<b>D.2</b>	In the instant tender, has the Work Centre proceeded against the IEMs opinion on the bidders' representations (to be elaborated in Agenda, Para No. to be indicated)	Yes / No / Not applicable
<b>Section-E [Compliances Certificate]</b>		
<b>E.1</b>	<p>Tender Committee hereby certifies that the instant tender / case has been processed and recommendations have been made ensuring the following at every stage:</p> <p>(a) Adherence / compliance to ONGC policies, procedures and instructions, currently in vogue.</p> <p>(b) Adherence / compliance to prevailing government instructions and CVC guidelines</p>	Yes / No
<b>Section-F [Recommendations, CPA ]</b>		
<b>F.1</b>	Specific Recommendations requiring consideration and approval of EPC	
<b>F.2</b>	BDP Item / IMM Manual provisions in terms of which the proposal / recommendations require consideration and approval of EPC.	

**Note:**

- The above summary matrix should be incorporated in the agenda brief and signed by the TC and the Key Executive.

