



PMC Cell – MM

Oil and Natural Gas Corporation Ltd Corporate Materials Management

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Sub: Implementation of Integrated Material Management Manual.

EPC in its meeting (04/2015) held on 31.01.2015 has approved new **Integrated MM Manual** under the Procurement Process Transformation Project for implementation w.e.f. **01.02.2015**. This manual supersedes existing MM Manual including guidelines on Inventory/Warehouse, Disposal Procedure, Works Manual and the various PMC circulars issued from time to time. However certain circulars shall remain valid and shall form part of the new Integrated MM Manual. Above document alongwith the list of "valid circulars" have been uploaded on MM website URL - <http://10.205.3.74/mmweb> under a new link viz. **"New Policy Management"**, for reference and downloading by all concerned.

However following provisions of MM Manual shall be implemented after issuance of detailed guidelines in due course.

1. Budgeting & Forecasting (Para No.2)
2. Cost Estimation (Para No.4.2.1 & 4.2.2)
3. Lifecycle costing (Para No.11.2)
4. Quality & Cost Based Selection (Para No. 11.3)
5. Vendor Management covering Vendor Registration, Vendor Empanelment & Vendor Appraisal (Para No.17)
6. Electronic Reverse Auction (Para No.8.3)


The following newly formulated standard tender documents including standard BECs are under final review and the same shall be notified for adoption after necessary approval. Till such time the existing standard documents and BEC, wherever available, shall continue to be used with necessary modifications as applicable vide provisions of Integrated MM Manual:

- i. Procurement of Goods – Indigenous
- ii. Procurement of Goods –ICB
- iii. Hiring of Services
- iv. LSTK Contract
- v. Procurement of Spares
- vi. Hiring of Rigs
- vii. Hiring of Vessels
- viii. Hiring of Service (Consultancy)

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- ix. Hiring of Service (Facility Management)
- x. Civil Works

Above guidelines should be meticulously followed by all concerned.


31-01-15
(Anil Kumar Sachan)
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.

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