



PMC Cell – MM

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Sub: Introduction of 'Work Centre Agnostic Tender Committee' concept in ONGC

EPC, in its meeting (16/2020) held on 25.11.2020 deliberated on 'Work Centre Agnostic Tender Committee' concept in ONGC.

As per decision taken in aforesaid meeting of EPC, initially **Work Centre Agnostic Tender Committee** concept shall be implemented on Pilot basis in few tenders. Details of work centers and sample tenders to be processed on pilot basis will be intimated by office of Chief MM to concerned work centres in due course. The relevant provisions of '**Work Centre Agnostic Tender Committee**' shall be as under and shall supersede similar guidelines/provisions of Integrated MM Manual for such pilot cases:

- i) **Work Centre Agnostic TC** shall be implemented for TCs to be held at L2 level of indentor, Head/ I/c MM , Head Finance / I/c Finance level.
- ii) Considering the significant and substantial role of the indenting/technical department in the processing of tender, the indenting/technical member of the TC shall be from the CRC Unit that processes the case as per existing practice.
- iii) For MM and Finance TC members, a common pool of MM and Finance members respectively shall be created consisting of Heads/ I/c MM and Heads Finance / I/c Finance. Random selection of TC members from MM and Finance shall be done through automated system being developed by Corporate Infocom in following manner:
 - a. TC member(s) from MM and Finance posted at a CRC Unit processing the case will not be selected for the case processed by their CRC Unit.
 - b. TC members from Finance and MM are chosen from different CRC Units, wherever possible.
 - c. Work is evenly distributed amongst executives.
- iv) **Work Centre Agnostic TC** shall be engaged from the formulation of BEC/TBO stage as applicable for the sample cases identified and up to award stage only. Placement of PO/Contract will be done by concerned CRC Unit. All post contract issues will be handled by TC from concerned CRC Unit as per prevailing practice.
- v) Other than Work Centre Agnostic TC, all other activities will be carried out by CRC Unit as per existing provisions of Integrated MM Manual/BDP.

- vi) TC members being on leave/tour/absent/recusing on account of conflict of interest for the cases being handled on pilot basis, alternate TC members from MM and Finance (as technical indenting member will be from the concerned work centre whose substitution shall be as per prevailing guidelines) shall be nominated with the approval of Director-I/c MM.
- vii) TC will be conducted through Video Conferencing mode only. Meetings like Pre-Bid conference, Post Bid conference and negotiations will be conducted through Video conferencing.
- viii) Dealing officer alongwith an officer of MM next below the required TC level (to be named as Supervising Officer) will be associated with the case at work centre for processing the case. Supervising officer from Technical section shall also be chosen from same work centre in a similar manner. They shall assist the TC during TC meeting. On receipt of indent, for each case, Supervisory Officer from MM shall be decided by Head MM/ I/c-MM of the work center processing the case. Supervisory Officer from Technical section shall be decided by concerned L-II before forwarding the indent to MM.
- ix) Any input/details required by TC, shall be provided by concerned CRC Unit processing the case. Tender processing CRC Unit shall provide to the TC, a written and signed brief in the form of a structured information memorandum as per standard format at appendix-A
- x) TC members shall have to put their recommendations to concerned CPA of the case within shortest possible time so as to adhere to tender processing time stipulated at para 34.10 of IMM Manual.
- xi) CPA upto L-1 level shall be from same CRC Unit processing the case as per the existing practice. Cases beyond the powers of L-1 will be submitted to concerned Director. In EPC level cases, the TC recommending case to EPC will present the case to EPC.
- xii) L-2 of technical deptt./ Indenting section of concerned CRC Unit (processing the case) shall preside/ chair the Pre-bid meeting. **Work Centre Agnostic TC** members from MM and Finance shall also attend the pre-bid meeting.
- xiii) Minutes of the Work Centre Agnostic TC shall be recorded by the respective TC with support of the concerned CRC Unit (processing the case).
- xiv) The provisions/process will be reviewed after 6 months based on feedback and experience gained by concerned CRC Units during the implementation of pilot cases.
- xv) In order to facilitate seamless processing of cases, a responsibility matrix showing various additional activities (or existing activities requiring clarity) involved at various stages of tender processing in Work Centre Agnostic TC cases, is attached at Appendix-B.

- xvi) For QCBS cases, provisions under para 13.1.3 of IMM Manual shall be adhered to.
- xvii) For the purpose of this Circular, Work Centre means CRC Unit.

Above guidelines should be meticulously followed by all concerned.


13/01/2021
(A. P. Tripathi)
ED-Chief MM Services

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Brief of the Case to be provided by the tender processing section to TC Members.

Sl. No.	Details/Activity	CRC Unit's Input
1.	PR No. , Date & Value	
2.	Indentor	
3.	Details of Goods, Quantity etc.	
4.	Description of Services/LSTK job	
5.	Details of the administrative approval/ expenditure sanction	
6.	Modifications made, if any, in Scope of work, Special conditions of Contract, Proposed BEC, Price format from the last tender along with rationale for the modifying the same.	
7.	Type of Tender	
8.	CPA	
9.	Delivery / Contract completion period	
10.	Tender No.	
11.	NIT date	
12.	Date of holding Pre-bid conference, if any	
13.	Date of opening of Techno-commercial (Un priced) bid	
14.	Bidders who submitted their offers on e-portal	
15.	Bidders submitted Physical documents (Bid Security) within due date & time, if applicable.	
16.	Bidders submitted Bid security via NEFT/RTGS/Electronic fund transfer & details of payment thereof with the offer, if applicable.	
17.	Validity of offers sought and offered	
18.	Bid Bond validity, if applicable	
19.	Offers sent for technical comment on	
20.	Technical comments received on	

21.	Technical deficiencies in Bid	
22.	Bidders' status based on Technical Comments,	
23.	Commercial Comparative Statement (CS) sent for vetting	
24.	Commercial CS vetted on	
25.	Commercial deficiencies in Bid	
26.	Techno-commercial status of Bidders' based on Technical comments and Commercial CS	
27.	Number and names of bids rejected on techno Commercial ground in earlier TC, with reasons	
28.	Date of post bid conference, if any	
29.	Details of previous round(s) of clarifications from Bidders, if any.	
30.	Any deviation from the BDP / IMMM provisions / Standardized tender conditions.	
31.	Date of opening Price Bids	
32.	Price CS sent for vetting	
33.	Price CS vetted on	
34.	Ranking of bidders as per price CS	
35.	Applicability of Purchase Preference Policy	
36.	Eligible bidders falling in the range of Purchase Preference	
37.	Shortfall, if any in sanction with reference to TA/CA L1 bidder	
38.	LPR/ Historical details regarding prices, if any	
39.	Available Stock of item, Procurement in pipeline, Open Purchase Orders etc.	
40.	Basis of estimates for ascertaining rate reasonability	
41.	Details of IAC, if any.	
42.	Detailed status of past contract, if any.	
43.	Historical Data, if any, relevant to the	

	procurement in hand, precedence, learning / experience of past tender, past practice etc.	
44.	Representation of bidders, if any and treatment thereto.	
45.	Any other essential / important / critical /complex issue pertaining to tender which tender inviting section/ Technical/Indenting department may like to inform TC.	
46.	Any additional information sought by Tender Committee in previous meeting	
47.	Banning Status of bidders, if any	

(Name, Designation and Signature of Dealing Officer)	(Name, Designation and Signature of Supervising Officer from MM Department)	(Name, Designation and Signature of Supervising Officer from Technical/Indenting department)
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RESPONSIBILITY MATRIX FOR PILOT CASE

Work Centre Agnostic TC members (except Technical/Indenting member of TC) shall be from CRC Unit which are different from concerned CRC Unit processing the case. All activities other than TC shall be performed by the CRC Unit processing the case as per provisions of IMM Manual/BDP.

In order to facilitate seamless processing of cases, various additional activities (or existing activities requiring clarity) involved at various stages of tender processing in Work Centre Agnostic TC cases, and responsibility are as under :

Stage	Sl.	Activity	Responsibility
Before TBO	1.	Creating TC within 5 days from the date of receipt of indent complete in all aspects	Dealing Officer
	2.	Prepare TC brief bringing out complete details of case at every stage	Dealing Officer and Supervisory Officer from MM alongwith Supervising Officer from Technical/Indenting department
	3.	Issuing TC notice along with brief	Dealing Officer
	4.	Assisting TC during TC meeting	Dealing Officer and Supervising officers from MM and Technical section
	5.	Attend Pre-bid conference	Dealing Officer, Supervisory officer from MM and Indenting Section, All TC members (Work Centre Agnostic TC constituted as per Sl. 1 above).
After TBO	6.	Authorizing concerned Officers from MM and Technical Section in e-procurement portal	Dealing Officer
	7.	Technical comments after TBO and after each clarifications	Indenter of the concerned CRC Unit (with approval of concerned L-2 of indenting department of CRC Unit processing the case)
	8.	Preparation and Vetting of CS	Concerned CRC Unit as per existing system
	9.	Prepare TC brief bringing out complete details of	Dealing Officer and Supervisory Officer from MM alongwith

	the case at every stage	Supervising Officer from Technical/Indenting department
10.	<p>Issuing TC notice within 2 days of receipt of Technical comments/ Comparative statement duly vetted by finance, whichever is later.</p> <p>TC brief prepared by Dealing Officer and Supervisory Officer of MM, Technical comments and vetted CS (for first TC after TBO) to be sent to TC members—(including other TC meetings held after Techno-commercial bid opening).</p> <p>Providing any other available documents, as required, to TC members.</p> <p>TC shall be scheduled within 2 days of issuing TC notice.</p>	Dealing Officer
11.	Authorizing TC members in e-procurement portal while issuing TC notice.	Dealing Officer
12.	Assisting TC during TC meeting	Dealing Officer and Supervising officers from MM and Technical/Indenting section
13.	Post bid conference meeting, shortlisting of offer for price bid opening	Work Centre Agnostic TC constituted as per SI. 1 above duly supported by Dealing Officer, Supervising Officer from MM and Technical/Indenting section.
14.	Preparation and Vetting of Price CS	Concerned CRC Unit as per existing system
15.	Issuing TC notice within 2 days of receipt of vetted Price CS.	Dealing Officer
16.	Price Negotiations, if any, and TC for award	Work Centre Agnostic TC constituted as per SI. 1 above duly supported by Dealing Officer, Supervising Officer from MM and Technical/Indenting section.

Common	<p>In case of TC members being on leave/tour/absent/recusing on account of conflict of interest, putting up proposal for nomination of alternate TC member(s) from MM/Finance as the case may be, for period of absence/Leave for the approval of Director-l/c MM.</p> <p>As technical / indenting member will be from the concerned work centre his substitution shall be as per prevailing guidelines</p>	Dealing Officer
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Note:

- Concerned CRC Unit means the CRC Unit processing the procurement Case.
- Dealing Officer and Supervising officers shall be from the CRC Unit processing the procurement Case.
- Responsibility for all other activities not mentioned above, shall be governed as per Circular No. 45/2018.
- Minutes of the Work Centre Agnostic TC shall be recorded by the respective TC with support of the concerned CRC Unit.