



PMC Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
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Circular No. 42/2020

No: MAT/ MAT/PMC/13(108)/2020

Dated: 10.09.2020

Sub: Verification of the experience documents submitted by bidder and keeping record of experience certificate issued to contractor.

Reference is invited to Circular no. 37/2020 dated 24.08.2020 regarding verification of the experience documents submitted by bidder and keeping record of experience certificate issued to contractor. Reference is also invited to Circular No. 51/2016 dated 28.11.2016 regarding issuance of completion / experience certificate to the contractor in case of LSTK contracts. Superseding guidelines issued vide said circulars, fresh guidelines are issued hereunder:

- i) If any bidder submits experience documents issued by any work center of ONGC, the same should be cross-checked from SAP data and if relevant details are not found in SAP then same can be obtained from the issuing work center of ONGC, during techno-commercial evaluation of bid.
- ii) Experience certificate should be issued to any contractor only by an officer not below E-3 Level, with the approval of concerned L-II in Disha file. The experience certificate shall clearly contain the Disha file number & PO No., Name, Designation & Signature of issuing officer etc. as per the format enclosed at Annexure-1 for Material /Service contracts and as per format enclosed at Annexure-2 for LSTK /Works contracts.

Above guidelines must be meticulously followed by all concerned.


10/9/2020

(A P Tripathi)

ED-Chief MM Services

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Copy to:

1. EO to CMD, ONGC, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration)/Director (Onshore) / Director (Finance), ONGC, New Delhi.
3. CVO, ONGC, New Delhi.

OIL AND NATURAL GAS CORPORATION LIMITED

(Applicable for Supply/ Services Contract)

COMPLETION CERTIFICATE

1. Name of Supply/Service :
2. Brief Scope of Supply/Service :
3. Name of the Supplier /Contractor:
4. Purchase order /Contract Agreement No. & Date:
5. Delivery date /Completion Date/ Duration of Contract:
6. Disha File No.

Certified that the above supply/service has been satisfactorily completed.

*For Oil and Natural Gas
Corporation Limited*

(Signature)

Name:

Designation:

DATE:
PLACE:

OIL AND NATURAL GAS CORPORATION LIMITED

(Applicable for LSTK/Works Contract)

COMPLETION CERTIFICATE

1. Name Of Works:
2. Brief Scope Of Work:
3. Name Of The Contractor:
4. NoA No. & Date:
5. Contract Agreement No. & Date:
6. Scheduled Completion Date/ Duration of Contract:
7. Contract Price (if required):
8. Disha File No.

Certified that the project has been completed satisfactorily on..... in line with approved drawings, contract specifications and standards, without any defect, pending liquidation of punch points, operational issue, verification / certification of documents, final measurement, resolution of cost benefits/unit adjustment, other technical & commercial issues etc. and this certificate is being issued according to and in compliance with contract clause.....

For Oil and Natural Gas Corporation Limited

(Signature)

Name:

Designation:

DATE:
PLACE: