



PM Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
2nd Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011)26752004 Fax – (011) 26129091

Circular No. 37/2020

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

Dated: 24.08.2020

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

During the investigation of a case, it has been observed that one of the participating bidder, who eventually became successful in four tenders at one work center had submitted various experience certificates /LOA-cum-work orders pertaining to works executed at some other work center of ONGC and later on those experience certificates /LOA-cum-work orders were found to be forged/manipulated.

Further, it was observed that when original documents issued by the work center were requisitioned for verification, issuing department could not furnish the original certificates and LOA-cum-work order, citing non-traceability of documents/files.

In order to avoid such type of occurrences, all concerned are advised that 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.

Further, it is also advised that experience certificate should be issued to any contractor only by an officer not below E-3 Level under his Name, Destination & Signature after obtaining the approval an officer at least one level above him in Disha file. The Disha file number & PO No. should also be clearly mentioned in the work experience certificate with date issued to the contractor.

Above guidelines must be meticulously followed by all concerned.


24/8/2020
(A P Tripathi)

ED-Chief MM Services

Distribution: (Through ONGC's intranet website '<https://reports.ongc.co.in>').

All concerned may download the circular from the site. Hard copies are not distributed separately.

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.