Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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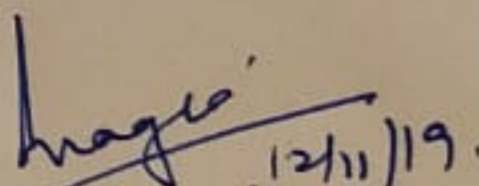Tel – (011)26752004 Fax – (011) 26129091

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Sub: **Timely Procesing of Tenders and Monitoring by I/c MMs and Dealing Officers**

During Senior MM Executives Meet at Delihi on 12th November 2019, it has been desired by Director(T&FS)-I/c MM that Incharge-MMs of respective work centrres should monitor processing of tenders on monthly basis as a self rule. The Integrated MM Manual para 34.10 already provides the period within which indents are to be processed and these time norms should be adhered to by all concerned. The suggestive format for overall monthlymonitoring of cases by I/c MMs of respective work centres is enclosed at Annexure-I.The dealing officers shall also monitor cases on forthnightly basisin line with Annexure-A (Tender processing time applicable for Open Tenders) and Annexure-B (Tender processing time applicable for Limited Tenders) provided under 34.10 of IMMM.

Above guidelines shall be meticulously followed by all concerned.

12/11/19

(Ashwini Nagia)
ED-Chief MM Services

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3. CVO, ONGC,New Delhi.

Format for overall monthly monitoring of cases by I/c MMs

Tender No:			
Tender Description:			
Value of the Tender:			
Name of the dealing officer:			
CPA:			
Tendering Phase	As per Norms (days)	Actual (days)	Remarks
Purchase Requisition to NIT / RFx publication			
NIT / RFx publication to Techno-commercial bid opening(TBO)			
Techno-commercial bid opening to placement of LOA/NOA			