



PMC Cell – MM

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Sub: Process for changing of dealing officer (Bid Floor Administrator) in e-tenders.

E-tender can be created by dealing officers, who are designated as Bid Floor Administrator (BFA) in ONGC e-tender website. They have full rights in e-tender website interalia to assign authorization to the concerned official(s) for tender opening, technical evaluation, price bid opening and to extend TBO/PBO as per approval of Competent Authority, etc.

In case of transfer, change in assignment, superannuation or for any other reason if the dealing officer of a particular tender is changed or unavailable and he has not transferred Bid Floor Admin rights to the alternate/designated officer, the ICE-MM team provides fresh authorization to new dealing officer after receipt of request through mail from work centre.

In order to make the process of changing Bid Floor Administrator fast and automatic, ICE MM Team has taken the initiative to develop a new process having transaction code "ZSRM_BIDFLRADMN_UPD", which can facilitate smooth change over of Bid Floor Admin by respective L1, L2 or I/C MM without referring the case to ICE. The Process guide for the same is attached as Annexure-1. This transaction shall be automatically available to all L1/ L2/ I/C MM for changing the Bid Floor Administrator for the tenders of assigned purchase groups.

Above feature developed for ease of process should be utilized fully by all concerned.


(Ashwini Nagia)
ED-Chief MM Services

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3. CVO, ONGC, New Delhi.

Before updating the Bid Floor Administrator of the RFX in E-tender:

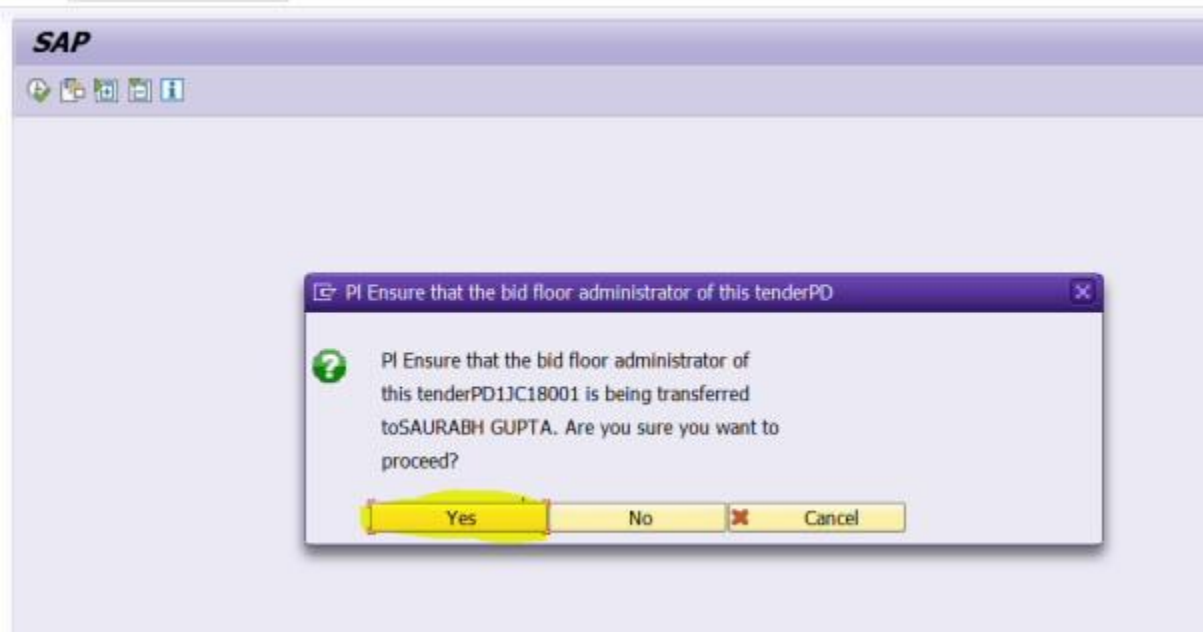
The screenshot shows the SAP RFX Information screen for RFX No. PD1JC18001. The main screen displays various fields for identification, organization, and dates. A 'Permissions' dialog box is open, showing the 'User Permission Assignment' table. The table has columns for User, Technical Opener, Price Opener, Technical Evaluator, and Bid Floor Admin. The user 'CMM_SUBHASH' is listed with a checked box in the 'Bid Floor Admin' column, which is circled in blue. Below the table, there are fields for 'User Details' including User Name, Organization, Company, Building, Room, and Telephone.

User	Technical Opener	Price Opener	Technical Evaluator	Bid Floor Admin
90223	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CMM_SUBHASH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

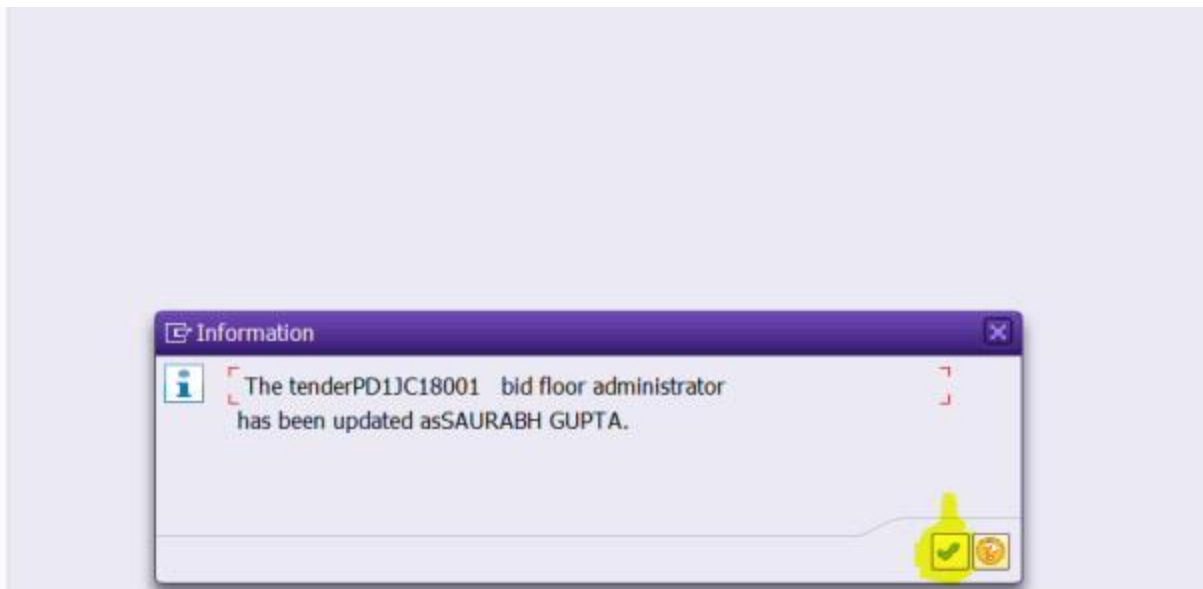
Please use t.code: ZSRM_BIDFLRADMN_UPD in SAP for changing bid floor admin of the e-tender.

Please enter **Tender number** and **CPF number of officer** to whom Bid floor admin is to be assigned.

The screenshot shows a dialog box titled 'To Update Bid Floor Administrator'. It has a green checkmark icon in a blue circle on the left. There are two input fields: 'Tendor No' with the value 'PD1JC18001' and 'CPF no' with the value '123814'. Blue arrows point to the 'Tendor No' field and the 'CPF no' field. The 'CPF no' field has a magnifying glass icon next to it.



Click on **yes** button to confirm changing the Bid Floor Administrator



After updating the Bid Floor Administrator of the RFx in E-tender:

RFX Number: PD1JC18001 RFX Name: 2 BOM TESTING Type: Open Ten Two Bid New Status: Published Created On: 08.10.2018 15:35:17 Created By: SUBHASH.PHA Time Zone: B

Version Number: 3 Version Type: Active Version External Version Number: 2

RFX Information Bidders Items Tracking

RFX Parameters Questions Notes and Attachments

Identification

RFX Name: 2 BOM TESTING
RFX Type: Open Ten Two Bid New
Product Category:

Organization

Purchasing Organization: Purchasing Organization (Central)
Purchasing Group: MM-RO-MM-Ind stor

Dates

Start Date for Participation: 00:00:00
Submission Deadline: 10.10.2018 11:40:00
Price Opening Date: 10.10.2018 11:50:00
Technical RFX Response Opening Date: 10.10.2018 11:45:00

Permissions

RFX Name: 2 BOM TESTING RFX No. PD1JC18001
Save Close Window

User Permission Assignment

Add Delete

User	Technical Opener	Price Opener	Technical Evaluator	Bid Floor Admin
99223	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CMM_SUBHASH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123814	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

User Details

User Name: Anuj Kumar Organization: Company: Building: Room: Telephone:

Tender documents attached: * [icon]

This transaction is automatically available to all L1/L2/ IC MM for changing the Bid Floor Administrator of the tenders having the purchase groups reporting to them only.