



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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Sub: List of documents required for timely Payment

Delay in payment to Suppliers/Contractors is being viewed seriously by the Management. The GOI is also emphasizing on timely payment to contractors/service providers/suppliers. Ministry of Finance, vide OM no. F.12/16/2019-PPD dtd. 01.10.2019, also instructed that wherever the due payments are held up on account of pending documents, ONGC shall take a drive to seek such pending documents from the vendors for payment.

It has been observed that one of the reasons for delay in processing of bills is multiplicity/duplicity/redundancy/irrelevance of documents. The documents required to be submitted along with the invoice for payment should be clearly brought out upfront in the tender document itself. In this regard, reference is invited to para 22.1.3 of Integrated MM Manual, which entails that TC should deliberate on the indicative list of documents and select the appropriate documents as applicable for the respective case for incorporation in the Bid document / Purchase Order, after making necessary additions/deletions.

The list of documents in standard tender conditions is generic indicative list only, based on tender specific requirements and lessons learnt in the past. Non applicable/irrelevant documents should be deleted and suitable documents ought to be added by TC. Such documents which shall be actually required at the time of payment, should only be incorporated in Bid document/PO so as to ensure clarity to Suppliers/Contractors.

Above guidelines should be meticulously followed by all concerned.

(Neeraj Kumar)

CGM (MM) - Head PMC
Officiating Chief MM Services

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