



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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No: MAT/PMC/13(193)/2018

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**Sub: Uploading of Pre- Bid Minutes in e-procurement portal**

Reference is invited to Circular 47/2016 dated 14.10.2016 which interalia advises to upload the copy of pre-bid replies/record notes in Public area i.e. 'AMENDMENTS' folder, which is accessible to all.

The Bidders have raised issue of non-visibility of pre- bid minutes in the e- procurement portal due to non-compliance of aforesaid Circular by work centres. The Pre Bid replies folder is visible only to those bidders who create response for the respective tender, hence in case dealing officer uploads the pre-bid replies/record notes under "Pre Bid replies" folder only, the bidders visiting/looking at RFx after pre-bid MOM upload cannot see pre-bid replies folder as they have not created the response. Whereas Pre Bid MOM should be available to all vendors including those who have not yet created response.

In order to address above issue, all concerned are advised to upload the copy of pre-bid replies/record notes in '**PRE BID REPLIES**' folder under '**CORRESPONDENCE**' folder as well as '**AMEDMENTS**' folder under '**PUBLIC AREA**' of TECHNICAL RFx tab.

Above guidelines should be meticulously followed by all concerned.

*Ashwini Nagia*  
10/09/18

(Ashwini Nagia)  
ED-Chief MM Services

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