



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd Corporate Materials Management

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**Sub: System improvement measures for stipulating time period in tenders.**

Reference is invited to circular No. 33/2016 dated 12.08.2016. Inter-alia, all concerned have been advised that while specifying mobilization/delivery/completion period in the tenders, realistic approach should be adopted. The experience gained during the past in similar type of tenders and various activities involved/ milestones in execution of project should be taken into account.

In this context, all concerned are further advised as under:

- i) While obtaining sanction, mobilization/ delivery/ completion period as applicable must be specified in terms of period from the date of issue of NOA considering the intervening monsoon period, if any in case for Offshore construction project or hiring of any Offshore related services.
- ii) In case, after sanction, due to change in scope of work/ technical reason(s), revision in period specified is contemplated, it should be apprised to the Sanctioning Authority with proper justification before modifying the same in the tender to be invited.
- iii) While finalizing FR/FDP etc. the key dates for tender process including the mobilization/ delivery/ completion period, may be finalised in consultation with the technical group/section handling the tender.
- iv) In case of delay in award of contract, revised completion date for the project should be apprised to CPA/CA while obtaining approval for award.

Above guidelines should be meticulously followed by all concerned.

  
(Ashwini Nagia)  
ED-Chief MM Services

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