



PMC Cell – MM

**Oil and Natural Gas Corporation Ltd**  
**Corporate Materials Management**

2<sup>nd</sup> Floor, Tower-A, Pandit Deen Dayal Upadhyaya Urja Bhawan  
5 Nelson Mandela Marg, Vasant Kunj  
New Delhi - 110070  
Tel – (011) 26752002 Fax – (011) 26129091

**Circular No. 04/2017-cum -BL Amendment No. 01/98 and 02/76**

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**Sub: Submission of documents in physical form and opening of bids in e-procurement tenders.**


EPC in its meeting (33/2016) held on 07.11.2016 reviewed the provisions applicable for e-procurement tenders relating to submission of documents required in physical form and the date for opening of bids (Technical bid in case of two bid system).

Following decisions have been taken in this regard:

- (i) Tender conditions for e-procurement cases should be modified to stipulate that the documents which are required in physical form as per tender conditions should be submitted in sealed cover on or before the bid closing date and time. The documents to be submitted in physical form need not be submitted along with e-bid.
- (ii) In case of e-procurement tenders and all open tenders, bidders should be provided 25 days for submission of bid in place of existing 21 days from the date of publication of NIT. Time norms prescribed for relevant tender processing activities shall stand modified accordingly.
- (iii) Provisions with respect to acceptance of the bids with fax bid bond appearing in the tender conditions of manual tenders shall be deleted.

Accordingly, relevant standard conditions applicable to e-procurement/manual tenders for procurement of goods and services and relevant provisions of Integrated MM Manual stand modified as per **Annexure-A, B and C**. Similar modifications should also be carried out in other type of e-procurement tenders.

Above guidelines should be meticulously followed by all concerned for future tenders.

  
16/2/17

**(Ashwini Nagia)**  
ED-Chief MM Services

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**Annexure-A**

**Existing vis-à-vis modified provisions of Standard Booklets ONGC/MM/01 and 02 for procurement of goods  
(Applicable for e-procurement tender)**

Clause No.	Existing Provisions	Modified Provisions	Remarks
26.1 BL/01 and 24.1 of BL/02 at Annexure-I	In accordance with the conditions at para 28 [para 24.1 of BL/02] below, the bid along with all appendices and copies of documents (including scanned copies of the documents required in original) should be submitted through ONGC's e-bidding engine, before the scheduled date and time for the tender closing. Such documents submitted through e-bidding portal should be as per requirements of the tender, valid and legally operative as on the date fixed for opening of bids (techno-commercial bid opening date in case of Two Bid System). However, the documents required in physical form should be received at the purchaser's office (as indicated in "Invitation to Bid") <u>within 7 calendar days, after opening of bids (submitted through the e-bidding portal).</u>	In accordance with the conditions at para 28 [para 24.1 of BL/02] below, the bid along with all appendices and copies of documents ( <u>except copies of the documents required in physical form</u> ) should be submitted through ONGC's e-bidding engine, before the scheduled date and time for the tender closing. Such documents submitted through e-bidding portal should be as per requirements of the tender, valid and legally operative as on the date fixed for opening of bids (techno-commercial bid opening date in case of Two Bid System). However, documents required in physical form should be received at the purchaser's office (as indicated in "Invitation to Bid") <u>on or before the closing date and time specified for submission of bid through e-bidding portal.</u>	Underlined portion modified.
26.2 BL/01 and 24.2 of BL/02 at Annexure-I	If Bidder <u>fails</u> to submit original documents with the same content as in the copies submitted in the un-priced bid folder (through e-bidding portal) and in accordance with the bidding document, <u>irrespective of their status/ranking in tender, the bid will be rejected and ONGC may consider to debar the Bidder from participating against its future tenders."</u>	Bidder <u>should ensure</u> to submit original documents in accordance with the bidding document.	Underlined portion modified.  Underlined portion deleted
28.1 BL/01 and 26.0 of BL/02 at Annexure-I	The bid along with all appendices and copies of documents (including scanned copies of the documents required in original) should invariably be submitted in the 'document area in C-folder'	The bid along with all appendices and copies of documents ( <u>except copies of the documents required in physical form</u> ) should invariably be submitted in the 'document area in C-folder'	Underlined portion modified.

	<p>through ONGC's e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder. Each file should be digitally signed and then uploaded. The file (s) should not be zipped in a folder and then digitally signed.</p> <p>However, the following documents should be submitted in physical form also, in a sealed envelope superscribed as "Physical documents against e-procurement Tender Number ....., opened on ..... To be opened by only Tender Opening Officers at 1500 Hrs, on ....." [As indicated in "Invitation to Bid", the documents should reach to the purchaser's office before 1400 Hrs. of the 7<sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal. Hence, bidder should indicate the date falling on 7<sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal]."</p>	<p>through ONGC's e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder. Each file should be digitally signed and then uploaded. The file (s) should not be zipped in a folder and then digitally signed.</p> <p>However, the following documents should be submitted in physical form, in a sealed envelope superscribed as "Physical documents against e-procurement Tender Number ....., <u>due on .....</u> <u>To be opened by Tender Opening Officers at 1500 Hrs, on due date for opening of bid</u>" [Documents should reach to the purchaser's office on or before 1400 Hrs. of the closing date specified for submission of bid through e-bidding portal. <b>Wherever any other time for receipt / opening of documents have been specified in the tender document, same should be appropriately indicated/ followed in place of 1500 Hrs / 1400 Hrs. ]</b></p>	
<p>29.3 BL/01 and 27.3 of BL/01 at Annexure-I</p>	<p>The documents required to be submitted in physical form as per para 28.1 [26.0 of BL/02] above, should positively reach to the purchaser's office before 1400 Hrs. of the 7<sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal.</p>	<p>All the documents required to be submitted in physical form as per para 28.1 [26.0 of BL/02] above, should positively reach to the purchaser's office <u>on or before 1400 Hrs. of the closing date specified for submission of bid through e-bidding portal.</u></p> <p><u>Wherever any other time for receipt of documents have been specified in the tender document, same should be followed in place of 1400 Hrs.]</u></p>	<p>Underlined portion modified.</p>

**Annexure-B****Existing vis-à-vis modified provisions of Standard tender conditions for Service Contracts**  
**(Applicable for e-procurement tender)**

Clause No.	Existing Provisions	Modified Provisions.	Remarks
17.9 at Annexure-I	<p>In accordance with the conditions at para 19 below, the bid along with all appendices and copies of documents (including scanned copies of the documents required in original) should be submitted through ONGC's e-bidding engine, before the scheduled date and time for the tender closing. Such documents submitted through e-bidding portal should be as per requirements of the tender, valid and legally operative as on the date fixed for opening of bids (techno-commercial bid opening date in case of Two Bid System). However, the documents required in physical form should be submitted to the purchaser's office (as indicated in "Invitation to Bid") within 7 calendar days, after opening of bids (submitted through the e-bidding portal).</p> <p><b><u>If Bidder fails</u></b> to submit original documents with the same content as in the copies submitted in the un-priced bid folder (through e-bidding portal) and in accordance with the bidding document, <b><u>irrespective of their status/ranking in tender, the bid will be rejected and ONGC may consider to debar the Bidder from participating against its future tenders.</u></b></p>	<p>In accordance with the conditions at para 19 below, the bid along with all appendices and copies of documents (<u>except copies of the documents required in physical form</u>) should be submitted through ONGC's e-bidding engine, before the scheduled date and time for the tender closing. Such documents submitted through e-bidding portal should be as per requirements of the tender, valid and legally operative as on the date fixed for opening of bids (techno-commercial bid opening date in case of Two Bid System). However, documents required in physical form should be submitted to the purchaser's office (as indicated in "Invitation to Bid") <u>on or before the closing date and time specified for submission of bid through e-bidding portal.</u></p> <p>Bidder <u>should ensure</u> to submit original documents in accordance with the bidding document.</p>	<p>Underlined portion modified.</p> <p>Bold and Underlined portion deleted.</p>
19.0 at Annexure-I	<p><b>SEALING AND MARKING OF BIDS.</b></p> <p>The bid along with all appendices and copies of documents (including scanned copies of the documents required in original) should invariably be submitted in the 'document area in C-folder' through</p>	<p><b>SEALING AND MARKING OF BIDS.</b></p> <p>The bid along with all appendices and copies of documents (<u>except copies of the documents required in physical form</u>) should invariably be submitted in the 'document area in C-folder' through ONGC's e-</p>	<p>Underlined portion modified</p>

Clause No.	Existing Provisions	Modified Provisions.	Remarks
	<p>ONGC's e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder. Each file should be digitally signed and then uploaded. The file (s) should not be zipped in a folder and then digitally signed.</p> <p>However, the following documents should be submitted in physical form also, in a sealed envelope superscribed as "Physical documents against e-procurement Tender Number ....., opened on ..... To be opened by only Tender Opening Officers at 1500 Hrs, on ....." [As indicated in "Invitation to Bid", the documents should reach to the purchaser's office before 1400 Hrs. of the 7<sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal. Hence, bidder should indicate the date falling on 7<sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal]."</p>	<p>bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder. Each file should be digitally signed and then uploaded. The file (s) should not be zipped in a folder and then digitally signed.</p> <p>However, the following documents should be submitted in physical form, in a sealed envelope superscribed as "Physical documents against e-procurement Tender Number ....., due on ..... To be opened by Tender Opening Officers at 1500 Hrs, on due date for opening of bid"  <u>[Documents should reach to the purchaser's office on or before 1400 Hrs. of the closing date specified for submission of bid through e-bidding portal. Wherever any other time for receipt / opening of documents have been specified in the tender document, same should be appropriately indicated/followed in place of 1500 Hrs / 1400 Hrs. ]]</u></p>	
20.3 at Annexure-I	The documents required to be submitted in physical form as per para 19.0 above, should positively reach to the purchaser's office before 1400 Hrs. of the 7 <sup>th</sup> calendar day after opening of bids submitted through the e-bidding portal.	<p>All the documents required to be submitted in physical form as per para 19.0 above, should positively reach to the purchaser's office <u>on or before 1400 Hrs. of the closing date specified for submission of bid through e-bidding portal.</u>  <u>[Wherever any other time for receipt of documents have been specified in the tender document, same should be followed in place of 1400 Hrs.]</u></p>	Underlined portion modified

**Annexure-C**

**Existing vis-à-vis modified provisions of Standard tender conditions for procurement of goods and Services**  
**(Applicable for manual tender)**

<b>Clause No.</b>	<b>Existing Provisions</b>	<b>Modified Provisions</b>
26.0 of BL/01, 24.0 of BL/02 and 17.9 of tender conditions for Service, at Annexure-I	<b>OFFERS WITH FAX BID BONDS</b>	Deleted
26.1 of BL/01, 24.1 of BL/02 and 17.9 of tender conditions for Service, at Annexure-I	Normally offers received alongwith Fax Bid Bond shall not be considered. However, ONGC reserves the right to consider the offer, provided it is followed by confirmatory original Bid Bond executed in prescribed proforma and legally operative on or before the date fixed for opening of bids (techno-commercial bid opening date in case of Two Bid System) and received by tender inviting authority within 7 calendar days, after the opening date of bids (techno-commercial bid opening date in case of Two Bid System).	Deleted
26.2 of BL/01, 24.2 of BL/01 and 17.9 of tender conditions for Service, at Annexure-I	If Bidder fails to submit original Bid Bond with the same content as in Fax Bid Bond and in accordance with bidding document, irrespective of their status/ranking in tender, the bid will be rejected and ONGC may consider to debar the Bidder from participating against its future tenders.	Deleted