



PMC Cell – MM

Oil and Natural Gas Corporation Ltd Corporate Materials Management

9th Floor, South Tower, SCOPE Minar,
Laxmi Nagar, Delhi -110 092
Tel – (011) 22406044 Fax – (011) 22446494

Circular No. 47/2016

No: MAT/PMC/13(185)/2016
Dated: 14.10.2016


Sub: Authorization to bidders for access to 'Pre-Bid Replies' folder on the e-procurement portal.

Reference is invited to the provisions for uploading the pre-bid replies on the e-procurement portal which inter-alia stipulates that record notes/ replies as a sequel to pre-bid conference are uploaded by dealing officer in the 'PRE BID REPLIES' folder under 'CORRESPONDENCE' folder of TECHNICAL RFx tab.

In this context, one of the work centre has observed that presently the bidders who purchase the tender documents get automatic authorization for uploading their pre-bid queries in the "PRE-BID" folder under "CORRESPONDENCE" folder of TECHNICAL RFx tab. Bidders purchasing the tender document after the date of uploading of pre-bid queries do not get access to "PRE BID REPLIES" folder unless manually authorization is given by dealing officers. Further "PRE BID REPLIES" folder is not visible to prospective bidders who have not yet purchased the tender document. "PRE BID REPLIES" may contain changes in the bid structure and should be visible to all.

In order to address the issue raised by the work centre, all concerned are advised to upload the copy of pre-bid replies/ record notes in Public Area i.e. "Amendment" folder, which is accessible to all.

Above guidelines should be meticulously followed by all concerned


(Ashwini Nagia)
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').
All concerned may download the circular from the site. Hard copies are not distributed separately.

Copy to:

1. EO to CMD, ONGC, Jeevan Bharti Building, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration)/ Director (Onshore) / Director (Finance), ONGC, Jeevan Bharti Building, New Delhi.
3. CVO, ONGC, Jeevan Bharti Building, New Delhi.