

(MM/26/2017 dated 21.06.2017)

(MM/113/2023 dated 08.12.2023)

(MM/116/2023 dated 27.12.2023)

(MM/124/2024 dated 16.04.2024)

27.9 It shall be **mandatory** that all bidders participating in e-tenders should submit bids only in e-form. **Work Centre shall prepare Price Bid Format using BOQ (Bill of Quantity) Templates available on GePNIC-CPPP. This would enable system generated comparative statement of prices in GePNIC-CPPP. Under exceptional circumstances, where it is not feasible to adopt BOQ Template available on GePNIC-CPPP for preparation of price format, approval of concerned L-1 executive shall be obtained with due justifications at the time of seeking approval of invitation of tender by MM/TPG/CPD.** Bidders shall necessarily use the same excel sheet and only Unit rates and applicable taxes shall be filled in by the bidder. Mathematical calculations of multiplications and additions shall be computed by the system itself and cannot be manually entered by the bidders. Compliance to this effect shall be sought in the bid matrix. Compliance/ confirmation for pre-qualification criteria and technical / commercial BEC should be insisted in e-form only. Only any specific third party document insisted in Originals as per tender condition received through DAK or Tender Box or tender receiving officer along shall be accepted in physical form in sealed covers. On due date and time, e-tenders shall be opened by concerned Dealing Officer. The physical documents, if any, shall be opened by designated Opening Officers from **MM/CPD/TPG** and Finance. Physical documents of only those bidders shall be opened who have submitted bid through eportal. For submitting the bids, the vendors will also require digital signature. The system shall assist in evaluation of bids by providing price comparisons and other relevant reports. All such reports should be uploaded in DISHA portal while obtaining approval of CPA.

27.10 After finalization of tender, the purchase orders will be issued through SAP – R3 system.

27.11 Other provisions of MM Manual and Instructions issued from time to time shall be followed by all concerned, as in case of non e-procurement tenders.

27.12 Implementation of e-procurement

(MM/19/2016 dated 23.09.2016)—(MM/26/2017 dated 21.06.2017)

27.12.1 e-procurement is to be used across ONGC for all cases of procurement of materials, services and turnkey contract exceeding tender value Rs. 5 lakhs.

(MM/112/2023 dated 30.11.2023)