

Draft notice to the Contractor / Consultants to be issued by EIC / PM to warn the contractor for not fulfilling contractual obligations which is necessary prior to reporting the matter to accepting officer for awarding less than 60 marks in any Key Performance Parameter in the Performance Evaluation Report

Speed Post
Office of the CCE

Tele /Fax No :

No

Date :

To

Shri/S' Shri/M/S.....

.....

.....

JWO/CA No :-.....

Name of Work:-.....

Dear Sir (s)

1. Reference Ser No _____, Page No _____ of the Special Condition of Contract in r/o subject CA regarding performances evaluation of contractors.

2. The Site for the work to be executed under the ibid contract was handed over to you on _____ (Date). The undersigned has noticed that you are not proceeding with the work with due diligence and the progress of the work is far from satisfactory. It has also been noticed that you have failed in fulfilling contractual obligations regarding the under mentioned Key Performance Parameters for your performances evaluation in the subject CA. (List out the lacking KPIs from the performances evaluation matrix as per Part I report issued vide HQ DCW&E Letter No DCWE/Sectt./33127/Gen dated 26.12.2025).

(a)

(b)

3. I hereby draw your attention to the fact that timeliness in progress of work & fulfillment of various performances evaluation parameters as brought out above being the key essence of the contract and unless you proceed the work with more diligence and accelerate the progress of the work, you are not likely I complete the work by the stipulated date and you will thus become liable for applicability of the provision of penalty clause/recoveries at Para _____, Page No. _____ of the CA.

4. It is intimated that if the present state of affairs continues for a further period of 15 days from the date of issue of this notice, I shall be constrained to report the matter to the competent authority for such action as may deem it under the terms of the contract.

5. Please acknowledge receipt.

Yours faithfully,

EIC / PM

Copy to:-

HQ DCW&E - for info please.

Internal

Contract Section of CCE.

Draft notice to be served by CCE (R&D) to Contractor / Consultants prior to awarding less than 60 marks in Performance Evaluation Report (Part I and II)

Speed Post
Office of the CCE

Tele /Fax No :

No

Date :

To

Shri/S' Shri/M/S.....

.....

.....

JWO/CA No :-.....

Name of Work:-.....

Dear Sir (s)

1. Refer the notices issued by EIC / PM vide) letter No _____ dt _____ for delay in progress of the work as also lacking in various performance evaluation parameters (refer S. No _____, page _____ of Special Condition of Contract of the CA.
2. In spite of the ibid notices by the EIC /PM asking you to put in your best efforts to accelerate the progress of work, as also lacking in various performance evaluation parameters, wherein it has been noticed that you have shown no progress in any of these activities.
3. In view of above, I hereby given you this **FINAL NOTICE** to accelerate the progress of work and amend the CPM chart in consultation with EIC/PM as also complying to various performances parameter as brought out in the ibid letter. Please note that if the present state of affairs continues for a period of 15 days from the date of issue of this notice, the department shall take of necessary action as per terms of the Contract in the interest of the state.
4. This is without prejudice.
5. Please acknowledge the receipt of this notice.

Yours faithfully,
Accepting Officer (CCE

Copy to:-

HQ DCW&E - for info please.

Internal - Contract Section of CCE.

Part 'I'

(_____ Jan 2026 / _____ June 2026)

Performance Evaluation Report of Contractor (for each CA/JWO)

Date of Performance Evaluation	
Name of Work	
Name of Agency and Index No.	
CA / JWO No.	
CA / JWO Amount	
Date of Commencement	
CA PDC & Date of Completion	
Planned Physical Progress = % Achieved Physical Progress = % (For evaluation period)	
Planned Financial Progress = % Achieved Financial Progress = % (For evaluation period)	

Marking Criteria (each sub-parameter shall be awarded marks out of max 100)

Excellent	>80
Good	70-80
Fair	60-70 (Performance Counseling by CCE)
Poor	<60 Contractor shall be withhold for issue of new tender for minimum period of 6 months or till the date of completion of the major work in hand.

Part — I (key Parameters)**Performance Evaluation of Contractor**

CA No:-

Name of Work:-

Name of Contractor / Agency:-

(Marking Criteria (each sub-parameter shall be awarded marks out of max 100))**I. Quality of Work**

Ser. No	Sub Parameters	Marks (Out of 100)	Weightage	Weighted Rating
		I	II	III (i.e I x II)
1	Quality of Materials		0.30	
2	Quality of workmanship		0.20	
3	Quality of Construction Equipment's, Tools & Trackles		0.10	
4	Quality of sub-contractors work		0.05	
5	Compliance with drawings and technical specifications		0.05	
6	Establishment of field lab and implementation QA / QC plan		0.15	
7	Quality of stores, stack yards & house keeping		0.15	
Total Weighted Rating $\sum (1 \text{ to } 7)$				

II. Work Schedule / Time Management

Ser. No	Sub Parameters	Marks (Out of 100)	Weightage	Weighted Rating
1	Adherence to approved work schedule/program/contract mile stones.		0.45	
2	Schedule update timelines, accuracy & Management of delay in execution.		0.25	
3	Timely notification of inspections, material lead time & coordination with other agencies.		0.10	
4	Timely submissions of contractor's submittals.		0.10	
5	Timely payments to Suppliers / vendors & sub-contractors.		0.10	
Total Weighted Rating $\sum (1 \text{ to } 5)$				

III. Work Schedule / Time Management

Ser. No	Sub Parameters	Marks (Out of 100)	Weightage	Weighted Rating
1	Compliance to obligation of the contractor as per article-9 of GCC 2023.		0.40	
2	Cooperation / responsiveness to Owners, consultant & their representatives.		0.20	
3	Coordination with other agencies working on the same project / vicinity / Area, subcontractors / OEM		0.15	
4	Adequate work force, materials & equipment to meet work schedule as per Article -4 of GCC 2023.		0.15	
5	Dispute, Arbitration & Litigation actions.		0.10	
Total Weighted Rating $\sum (1 \text{ to } 5)$				

IV. Labour Regulations (as per Annexure A of GCC -2023)

Ser. No	Sub Parameters	Marks (Out of 100)	Weightage	Weighted Rating
1	Compliance with Labour Acts / Statutes / Code.		0.25	
2	Compliance with minimum wages act Certified payroll properly maintained.		0.25	
3	Quality of amenities as per Para 15 of Annexure 15 of GCC – 2023.		0.20	
4	Over compliance to Annexure A of GCC – 2023 (RDCE CONTRACTORS LABOUR REGULATIONS)		0.30	
Total Weighted Rating $\sum (1 \text{ to } 4)$				

V. Safety Code

Ser. No	Sub Parameters	Marks (Out of 100)	Weightage	Weighted Rating
1	Submission and compliance of safety manual including safety policy and safety management programme.		0.20	
2	Safety Induction and training.		0.10	
3	Safety Audit.		0.10	
4	Reporting and Investigation of Accidents.		0.10	
5	Medical and first aid amenities.		0.15	
6	Over compliance to Annexure B of GCC – 2023 (RDCESAFETY CODE)\		0.35	
Total Weighted Rating $\sum (1 \text{ to } 6)$				