

PERFORMANCE REPORT OF CONTRACTOR

GUIDELINES FOR FILLING THE FORMAT

- 1.0 The feedback shall be based on records, evidences and documents (hindrance register, DPR, monthly PRT MoM, contractor's MPR, etc). Due diligence shall be taken to capture the actual progress, hindrances, if any from the monthly progress report to be submitted by the concerned agency. As Daily Progress Report / Weekly Progress Report / Monthly Progress Report are key documents / inputs for Vendor Performance measurement. Non-submission of the aforesaid documents may also be reckoned as poor performance.
- 2.0 For measurement of contractor performance in various activities in supply, site execution etc, the Contractor shall submit quantified L-2 schedule within 3 months after scheduled completion of Basic Engg or 180 days from date of award, whichever is earlier. Based on the progress of detailed Engg, quantified L-2 shall be updated as and when required.
- 3.0 This vendor performance rating system is applicable for a particular package being executed by the vendor. If the same vendor is executing multiple packages in a project or at number of NTPC projects, the performance report shall be prepared package wise and the screening committee may then take a final view for evaluating the overall performance of the vendor before initiating action for issuance of Notice for Withholding of business dealings with the concerned contractor, in case the performance is found unsatisfactory.

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FORMAT FOR ENGG & QA SCORE

(TO BE FILLED IN BY NTPC ENGG.)

| S.No. | Parameters | Max Score (A) | Act % age w.r.t. sch (B) | Marks obtained (C) = (A)x(B) |
|-------|--|---------------|--------------------------|------------------------------|
| (i) | %age of “ Approval ” category drgs/ docs submitted within submission schedule. | 30 | | |
| (ii) | %age of “ Information ” category drgs/ docs submitted within submission schedule. | 20 | | |
| (iii) | %age of drgs/docs approved within approval schedule (in Cat-I/IV)* | 20 | | |
| (iv) | %age of drgs/docs approved within approval schedule (in Cat-II/IVR)* | 20 | | |
| (v) | %age of Sub-vendor proposal for items identified in “DR” category & submitted within agreed schedule (i.e. 3 months prior to schedule date of ordering identified in L2)** | 10 | | |
| | TOTAL | 100 | | |

* For (iii) & (iv) above - If all drawings/documents due for approval are approved in Cat-I/IV within approval schedule, then marks allocated against (iii) & (iv) above shall be clubbed for calculation purpose.

** In case no “DR” proposal is submitted and orders are placed on already approved vendors, then full marks shall be given for calculation purpose against item (v).

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FORMAT FOR FINANCE SCORE

(TO BE FILLED IN BY NTPC PM PRT COORDINATOR ON MONTHLY BASIS DURING PRT MEETING, BASED ON DETAILS TO BE FURNISHED BY NTPC SITE P&S)

| S. no | Parameters | Max Score (A) | % Rating (B) | Marks Obtained (C) = (A) *(B) |
|-------|--|---------------|--------------|-------------------------------|
| (i) | Number of instances NTPC has to issue Comfort letters to sub-vendors for getting supplies. | 25 | | |
| (ii) | Number of instances vendor has requested for advance against BG from NTPC (beyond contractual provision) | 25 | | |
| (iii) | Number of instances of supply delay beyond 1 month after issuance of MDCC. | 25 | | |
| (iv) | Number of instances of direct supply / diversion of materials / consumables by NTPC. | 25 | | |
| | TOTAL | 100 | | |

*Performance to be captured by NTPC PM PRT Coordinator on monthly basis during PRT Meeting, based on details to be furnished by site P&S.

*(No instances = 100%

Up to 1 instance = 50%

more than 1 instances = 0%).

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FORMAT FOR SUPPLY SCORE

(TO BE FILLED IN BY NTPC CONTRACTS)

| S. no | Parameters | Max Score (A) | Actual % w.r.t. L2 schedule (B) | Marks Obtained (C) = (A) *(B) |
|-------|--|------------------|--|----------------------------------|
| (i) | Ordering of Bought out items as per approved L2 network* | | | |
| | Major Bought out items | 20 | | |
| | Minor Bought out items | 5 | | |
| | Number of instances of cancellation / changes of Bol orders (No instances = 100% Up to 1 instances = 50% more than 1 instances = 0%). | 10 | | |
| (ii) | Supply of Main Equipment per approved L2 network | 60 | | |
| (iii) | Supply of Mandatory spares as per approved L2 network | 5 | | |
| | TOTAL | 100 | | |

*If Major & Minor Bought out items are not separately identified in L-2 network then both shall be clubbed into single line item with Max score of 25.

Note: Overall % of actual progress vis-à-vis L2 schedule in Col (B) shall be arrived in the following manner:

- (i) Let there be n type of Items/systems identified in L2/Quantified L2 schedule i.e. E1, E2, E3En.
- (ii) Let % progress for each type of Item/system vis-à-vis L2 schedule be %E1, %E2, %E3.....%En.
- (iii) Overall % in Col (B) = (%E1+ %E2+ %E3.....+%En)/n

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FORMAT FOR CONSTRUCTION/INSTALLATION SCORE

(TO BE FILLED IN BY NTPC SITE)

| S. no | Parameters | Max Score (A) | % of actual vis-à-vis L2 schedule (B) | Marks Obtained (C)=(A) *(B) |
|-------|---|---------------|---------------------------------------|-----------------------------|
| (i) | Physical progress i.e. Installation of equipment / item, Civil works (i.e. Excavation, RCC, Piling, etc), Structural Works (i.e. Structural Fabrication, Erection, etc) as per approved L2 network | 95 | | |
| (ii) | Project Management Capability and resource Management by Vendor at site. (5 Negative marks per instance) | | | |
| | Number of instances of delay due to inadequate deployment of equipment and T&P, based on record maintained in hindrance register, monthly PRT MoM, contractor's MPR, etc. | (-)5 | | |
| | Number of instances of direct payment by NTPC to Contractor's sub-vendors to expedite supplies / services / the progress of work at site affected due to strike / delay in payments to labourers. | (-)5 | | |
| (iii) | Submission of Monthly Report in specified formats. | 5 | | |
| | TOTAL | 100 | | |

Details of Area-wise performance is mentioned below:

| Sr No. | Activities | Scope | L2 Finish Date | Actual Completed till L2 Finish | %age Comp |
|--------|---------------------------------|-------|----------------|---------------------------------|-----------|
| 1 | Excavation | | | | |
| 2 | RCC | | | | |
| 3 | Structural / Equipment Erection | | | | |
| | | | | Avg Comp % | |

Note: For Physical Progress, overall % of actual progress vis-à-vis quantified L2 schedule in Col (B) shall be arrived in the following manner (Unit of measurement shall be as per approved BBU for respective activities):

- (i) Let there be n category of works identified in L-2/Quantified L2 schedule i.e. W1, W2, W3Wn.**
- (ii) Let % progress for each category of work vis-à-vis L2 schedule be %W1, %W2, %W3.....%Wn.**
- (iii) Overall %in Col (B) = (%W1+ %W2+ %W3.....+%Wn)/n**

Note:

- All incidences shall be relevant to the current performance evaluation cycle.
- In case of delay in front (including construction drawings for civil packages and other inputs, if any) release by NTPC, measurement of delay in execution by the contractor shall be normalized proportionally.
- Contractor will have to submit monthly progress report capturing actual physical progress viv-a-vis L2 schedule and delay in hand over of front by NTPC, if any. In case of front delay the same has to be jointly signed by NTPC engineer & Vendor.

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FORMAT FOR QUALITY SCORE

(TO BE FILLED IN BY NTPC SITE)

| S. no | Parameters | Max Score (A) | % Rating (B) | Marks Obtained (C)=(A) *(B) |
|-------|---|---------------|--------------|-----------------------------|
| (i) | Availability of Testing facilities (Available as per contractual requirement – 100% Not available – 0%) | 25 | | |
| (ii) | Preventing recurrence of defects/complaints (up to 5 cases – 100%, Up to 10 cases – 40%, more than 10 cases – 0%) | 25 | | |
| (iii) | Proper Storage & Preservation of Equipment/Material (Nil violation – 100%, Up to 1 case of violation – 40%, more than 1 cases of violation – 0%) | 25 | | |
| (iv) | Deployment of Qualified Quality Officers/Manpower as per Contract (% deployment w.r.t. contractual requirement) | 25 | | |
| | TOTAL | 100 | | |

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FORMAT FOR SAFETY SCORE

(TO BE FILLED IN BY NTPC SITE)

| S. no | Parameters | Max Score (A) | % Rating (B) | Marks Obtained (C)=(A) *(B) |
|--------------|---|--------------------------|-------------------------|--|
| (i) | Having safety policy and approved Safety Assurance Plan (available as per requirement – 100%, Not-available – 0%) | 10 | | |
| (ii) | Violation of safety requirement as per Safety Assurance Plan. (0 violation = 100% Upto 3 violations = 50% more than 3 = 0%) | 20 | | |
| (iii) | No. of incidence of Fatal accidents due to contractor's negligence (0 incidence = 100% 1 incidence = 50% more than 1 cases, or multiple fatalities in one instance = 0%) | 50 | | |
| (iv) | No. of incidence of Non-Fatal accidents due to contractor's negligence (0 incidence = 100% Up to 5 incidence = 50% more than 5 = 0%) | 10 | | |
| (v) | Deployment of Qualified Safety Officers as per contract (% deployment w.r.t. contractual requirement) | 10 | | |
| | TOTAL | 100 | | |

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FORMAT FOR CLAIMS & DISPUTE SCORE

(TO BE FILLED IN BY NTPC SITE)

| S. no | Parameters | Max Score (A) | % Rating (B) | Marks Obtained (C)=(A) *(B) |
|-------|--|------------------|-----------------|-----------------------------------|
| (i) | No. of cases where Contractor stopped work on account of non-admittance/non settlement of claims (No case = 100% Upto 3 cases = 50% more than 3 cases = 0%) | 70 | | |
| (ii) | No. of arbitration/legal cases resorted to by the Contractor (No case – 100%, otherwise 0%) | 30 | | |
| | TOTAL | 100 | | |

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Overall Performance Evaluation

| S.No. | Parameters | Max Score (A) | Score Obtained (B) | Weightage (C) | Max Weighted Score (D) = (A)*(C) | Weighted Score obtained (E) = (B)*(C) |
|-------|---------------------------|---------------|--------------------|---------------|----------------------------------|---------------------------------------|
| (i) | Engineering & QA | 100 | | 0.20 | 20 | |
| (ii) | Finance | 100 | | 0.20 | 20 | |
| (iii) | Supply | 100 | | 0.20 | 20 | |
| (iv) | Construction/Installation | 100 | | 0.20 | 20 | |
| (v) | Quality | 100 | | 0.05 | 05 | |
| (vi) | Safety | 100 | | 0.10 | 10 | |
| | Claims & Disputes | 100 | | 0.05 | 05 | |
| | Total | | | 1.00 | 100 | |

Note: In case of Civil Contracts, score of Engineering & QA and Supply shall be NIL and weightage of Construction/Installation shall be 0.60.

Performance Rating

| Total Weighted Score obtained | Performance Grade |
|-------------------------------|-------------------|
| Upto 50 | Unsatisfactory |
| >50 to 70 | Satisfactory |
| >70 to 80 | Good |
| >80 | Excellent |