

## SECTION 1 : INTRODUCTION

- 1.0 This volume shall contain all the issues and activities containing management of contract after issue of Letter Of Intent (L.O.I.), starting from obtaining CPG(Contract Performance Guarantee)/Initial Security Deposit(ISD) to completion of works/supplies/services as per the scope of the contract, including closing of the contract. The activities elaborated in this volume shall also include disputes, if any, raised by either party, during execution of the contract and termination/foreclosure/cancellation of the contract, wherever necessitated.
- 2.0 The overall responsibility for carrying out all post award activities, for contracts awarded from corporate office as well as from the sites, will lie with the concerned Head of Project, with all necessary support being provided from the Corporate office. **In respect of the contracts awarded from Corporate Office**, the below mentioned Authorities will be responsible for the following post – award activities:
- i) To obtain and accept the Contract Performance Guarantee (C.P.G.)/ Initial Security Deposit (ISD) from the contractor (Responsibility: Contracts & Procurement Wing).
  - ii) To sign the Contract Agreement with the contractor (Responsibility: Contracts & Procurement Wing).
  - iii) Release of advance payment against mobilization and plant and machinery, including obtaining and accepting the BG to be provided by the contractor against the advance (Responsibility: Project Authority).
  - iv) Forwarding of copies of Contract Agreement and bank guarantees to concerned projects (Responsibility: Contracts & Procurement Wing).
  - v) Approval of drawings (Responsibility: Design & Engineering Wing).
  - vi) Approval of sub-vendors for supply items (Responsibility: C&P Wing, D&E, HOP).
  - vii) Witnessing and approval of type tests, wherever required, approval of additional item/ revision of quantities (Responsibility: Design & Engineering Wing and Project Authority)
  - viii) Approval of QA plan of contractor, including field quality, inspection and issuance of despatch clearance, including clarification on issues related to quality assurance and inspection matter (Responsibility: Design & Engineering and QCA Wing).
  - ix) Finalization of billing schedule for supply (Responsibility: Contracts & Procurement Wing).
  - x) Finalization of billing schedule for works (Responsibility: Project Authority).
  - xi) Arrangement of fund for implementation of the contract, Release of payment to a contractor in INR and payment to a foreign contractor in any currency. (Responsibility: Corporate Finance Wing)

- xii) Finalization of implementation schedule / L2 Network and overall co ordination, monitoring and review of progress of work (Responsibility: CPM and C&P Department).
- xiii) Overall co-ordination, monitoring and review of progress (Responsibility: O/O ED(Projects)).
- xiv) Resolution of issues relating to IR problem (Responsibility: IR Wing).
- xv) Resolution of security issues(Responsibility : Security Wing)
- xvi) Assistance in transfer of surplus materials from other projects (Responsibility: O/O ED(MM), O/O ED(O&M) and O/O ED(Projects)
- xvii) Assistance in Customs and Port clearances in respect of materials imported (Responsibility: ED(Projects)/ ED(O&M) as the case may be)  
PAC & EDEC shall be issued by ED(C&P).

For smooth and timely execution of the work, all assistance from Corporate Office to the projects will not be limited to the above.

- 3.0 All actions during implementation of work will be strictly in line with provisions of DOP and this procurement policy. In case there is a contradiction between the provisions of DOP and that of this policy, the former shall prevail.
- 4.0 The activities to be followed during the post-award stage and the methodology to be adopted for some of the frequently encountered problems are broadly discussed in the Sections 2, 3 and 4 of this Manual. These Sections will be applicable to Contracts awarded from Corporate Office as well as those finalized at Sites/other stations.