

SECTION 4 (FORMATS OF REPORTS/CERTIFICATES)

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ANNEXURE-I

CHECK LIST OF FINAL BILL

(TO BE FILLED WITH FINAL BILL BY ENGINEER IN CHARGE)

Name of Contractor.....

LOA/Agreement No. and Date.....

01	Whether copies of LOA/agreement available with site.	Yes/NA
02	Final time extension including settlement of LD letter issued Note approved by Competent Authority (C/A)	Yes/NA
03	Final deviation statement approved by CA	Yes/NA
04	Final Price Variation bill has been submitted to Finance Deptt.	Yes/NA
05	Materials have been reconciled and all surplus material returned and accounted.	Yes/NA
06	New item/substituted items/recovery rate have been got approved by C/A	Yes/NA
07	Details of amendment issued by contracts deptt. including the reference of the same(Amendment No. and date)	Yes/NA
08	Bill signed and accepted by contractor.	Yes/NA
09	All certificates regarding final bill have been entered in MB.	Yes/NA
10	All cutting and overwriting have been checked and signed by EIC.	Yes/NA
11	All retentions amount made upto pre final bill have been reviewed by EIC	Yes/NA
12	All advances (mob., equip., matls., etc) have been fully adjusted.	Yes/NA
13	All certificates required for closing of the contractor have been received and enclosed (CCP 1 to CCP 10) – excluding CCP 09	Yes/NA
14	Corrections made in the MB of previous RA bills taken care of in preparing abstract in the final bill.	Yes/NA
15	Recovery on account of material supplied by owner outside the scope of LOA is made	Yes/NA
16	NO DEMAND CERTIFICATE” (except the final bill amount) given by the contractor	Yes/NA
17	Any other recovery/ specific points if any.	Yes/NA

**Signature
(JE/AE)**

**Signature
(Engr/AM/DM)**

**Signature
(Mgr/Sr. Mgr)**

**Signature
(Engr.In Charge)**

CERTIFICATE NO.CCP-01

ANNEXURE-II

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CERTIFICATE OF FINAL AMENDMENT TO THE CONTRACT

(TO BE ISSUED BY THE CONCERNED C&P DEPTT.)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that amendments have been issued to the aforesaid contract as per the details below mentioned:

Amendment No.	Date
1.	
2.	
3.	
4.	

This is to certify further that Amendment No.....dtd.....is the last amendment issued.

Date: (Signature).....

Place: (Name)

(Designation)

(Not below Manager)

Through:
(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-02

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CERTIFICATE FOR RECEIPT OF DRAWINGS

(TO BE ISSUED BY D&E WING/C&P WING, AS APPLICABLE.)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that we have received all the drawings which were to be submitted by the contractor in requisite number along with the reproducible as detailed in Annexure enclosed herewith, as per provisions stipulated in the above mentioned LOI/Contract.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-03

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CERTIFICATE FOR RECEIPT OF QA DOCUMENTS

(TO BE ISSUED BY D&E WING)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that the QA documents as per the list enclosed, in respect of the above mentioned LOI/Contract Agreement, have been received in line with the provisions of the contract.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-04

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CERTIFICATE FOR RECEIPT OF O&M MANUALS

(TO BE ISSUED BY C&P, D&E WINGS AND O/O HOP)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that we have received from the contractor all the necessary O&M manuals in requisite number including the list of spare parts along with the names of vendors in respect of the above LOI/Contract Agreement. The consolidated list of such manuals received is enclosed along with the distribution as marked on the list.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO:CCP-05

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CERTIFICATE FOR SCOPE COMPLETION

(TO BE ISSUED BY EXECUTION SITE)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

- i) This is to certify that the scope of the above contract has been completed in line with the contract read in conjunction with the following documents:

1. Final amendment No.....(As per CCP-01)
2. Approved drawings .
3. Approved Bill of Materials.
4. Measurement Book.
5. As built Drawings
6. Any other documents(specify)

- ii) It is further certified that the following have been supplied, as per the details given the contract documents and the same have been taken over by NEEPCO.

1. Mandatory Spares
2. Recommended spares.
3. Special Tools & tackles.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-06

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CERTIFICATE FOR LIQUIDATED DAMAGES FOR DELAY
(TO BE ISSUED BY C&P WING)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that the issue regarding liquidated damages for delay as per the provisions of the above Contract Agreement/LOI has been resolved with the approval of the Competent Authority(copy of letter/ approval enclosed).

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-07

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PROFORMA FOR SHORTFALL IN EQUIPMENT PERFORMANCE CERTIFICATE

(TO BE ISSUED BY THE EXECUTION SITE FOR SITE PERFORMANCE TEST)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract No.:

Date:

This is to certify that the following shortfall in equipment performance as compared to the guaranteed parameters have been assessed and agreed to with the contractor in respect of the above mentioned LOI/Contract Agreement.

Sl.No.	Guarantee Parameter	Guaranteed Value	Assessed Value	Shortfall if any
(1)	(2)	(3)	(4)	(5)

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-08

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CERTIFICATE FOR“MATERIAL RECONCILIATION”
(TO BE ISSUED BY EXECUTION SITE)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that the materials issued to the contractor in respect of the above mentioned LOI/Contract Agreement have been reconciled with the stipulations under contract documents and no other recovery of material is pending with the contractor.

Date: (Signature).....

Place: (Name)

(Designation)
(Not below Manager)

Through:
(Name)

(Designation)
(Not below Sr. Manager)

CERTIFICATE NO.CCP-09

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CERTIFICATE OF “PAYMENT RECONCILLIATION”
(TO BE ISSUED BY SITE ACCOUNTS DEPTT.)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that all the payments released to the contractor in respect of the above-mentioned LOI/Contract Agreement have been reconciled with the provisions of the contract documents and statement of Accounts and or other certificates of contractor. It is observed that there are no recoveries pending under any of the items noticed and listed over leaf.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-09

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ENCLOSURE TO CCP-09:

The list of recoveries and claims should include all recoveries and claims on any account whatsoever, including the following:

1. Liquidated damaged for delay.
2. Liquidated damaged for shortfall in performance as observed during shop-testing.
3. Liquidated damaged for delay for shortfall in performance as observed during performance guarantee tests conducted at site and other site test.
4. All recoveries/claims on account of variations/deviations to scope of contract permitted or otherwise taken place during execution of the contract as listed in certificate No.CCP-05 for contract closing (certificate by execution site for contract closing).
5. Recoveries on account of reconciliation of payments made under the contract.
6. All the claims against the contract regarding clearance of materials from site and vacation of the premises allotted for site office, stores.
7. Recoveries on account of settlement of insurance claims.
8. All recoveries on account of demurrage, transportation, insurance premiums etc., and other recoveries on account of port clearance, transportation etc.

CERTIFICATE NO.CCP-09

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9. All recoveries on account of wastage and scrap.
10. All recoveries/claims (if any) of account of maintenance of value.
11. All recoveries/claims (if any) on account of price variation.
12. All recoveries/claims (if any) on account of statutory dues paid on behalf of the Contractor by NEEPCO.
13. Royalty charges.
14. All recoveries/claims (if any) on account of hiring out of NEEPCO's plant and equipment.
15. All recoveries/claims (if any) on account of water and electricity charges (if applicable).
16. Customs Reconciliation has been done by the Contractor / All documents required for custom reconciliation and to be submitted by the Contractor have been submitted by the Contractor.
17. Any other recoveries/claims against specific instructions.

CERTIFICATE NO.CCP-10

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**CERTIFICATE REGARDING LABOUR PAYMENTS
AND STATUTORY REQUIREMENTS
(TO BE ISSUED BY THE CONTRACTOR)**

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that we have made all labour payments including PF Liabilities in respect of the above mentioned LOI / Contract Agreement and no other payments in this regard is pending from us. Further we confirm that all statutory requirements have been complied with by us and in case any default is reported against us, we shall be solely responsible for the same.

It is also certified that no refund has been received/is envisaged to be received on account of taxes and duties paid by NEEPCO in respect of this contract. In case any refund is received in future, the same will be passed on to NEEPCO.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-11

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“NO DEMAND CERTIFICATE” BY CONTRACTOR
(TO BE ISSUED BY CONTRACTOR)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that we have received all payments due to us in respect of the above referred LOI/Contract Agreement and we have no claims whatsoever pending with NEEPCO for this contract.

We further confirm that we shall have no claim against this contract in future also.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

CERTIFICATE NO.CCP-12

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CERTIFICATE FOR COMPLETION OF WARRANTY/DEFECT LIABILITY PERIOD

(TO BE FURNISHED BY EXECUTION SITE)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that the warranty period for the above mentioned LOI/Contract Agreement has been completed in line with the provisions of the contract.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below DGM)

CERTIFICATE NO.CCP-13

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CERTIFICATE FOR RETURN OF B.G.s/CPG
(TO BE GIVEN BY FINANCE WING)

Name of the Project:

Name of Package:

Name of the Contractor:

Letter of Intent/Contract Agreement No.:

Date:

This is to certify that all the Bank Guarantee/Indemnity bonds/ Insurance policies/ collaborators' or associates' guarantee received for the above mentioned LOA/Contract have been returned in original to the Contractor.

Date:

(Signature).....

Place:

(Name)

(Designation)

(Not below Manager)

Through:

(Name)

(Designation)

(Not below Sr. Manager)

**PROFORMA FOR PERFORMANCE REPORT IN RESPECT OF SUPPLY
CONTRACT/SUPPLY-CUM-SUPERVISION CONTRACT**

ANNEXURE-III

PERFORMANCE REPORT IN RESPECT OF

----- (Name of Contract)

EXECUTED BY----- (Name of Contractor)

01	CONTRACT NO. & DATE	
02	TOTAL VALUE OF THE CONTRACT	
03	MATERIAL/EQUIPMENT SUPPLIED	
04	LINES/SUBSTATIONS WHERE THE MATERIAL UNDER REFERENCE WAS UTILISED	
05	SCHEDULED DATE OF COMMENCEMENT OF SUPPLIES	
06	ACTUAL DATE OF COMMENCEMENT OF SUPPLIES	
07	SCHEDULED DATE OF COMPLETION OF SUPPLIES	
08	ACTUAL DATE OF COMPLETION OF SUPPLIES	
09	REASONS FOR DELAY, IF ANY	
10	PERFORMANCE OF THE CONTRACT	SATISFACTORY*/ NOT SATISFACTORY*
11	PERFORMANCE OF MATERIAL / EQUIPMENT	SATISFACTORY*/ NOT SATISFACTORY*

- Strike out whichever is not applicable.

PROFORMA FOR PERFORMANCE REPORT IN RESPECT OF ERECTION/ WORKS / SUPPLY-CUM- ERECTION / TURNKEY CONTRACTS

PERFORMANCE REPORT IN RESPECT OF

----- (Name of Contract)

EXECUTED BY----- (Name of Contractor)

01	CONTRACT NO. & DATE	
02	TOTAL VALUE OF THE CONTRACT	
03	NAME (S) OF LINE (S)/SUB-STATION (S)/PACKAGE	
04	SCHEDULED DATE OF COMMENCEMENT OF WORK (i) Establishment of site office (ii) Supplies (iii) Site activities (Civil and Erection work)	
05	ACTUAL DATE OF COMMENCEMENT OF WORK (i) Establishment of site office (ii) Supplies (iii) Site activities (Civil and Erection work)	
06	SCHEDULED DATE OF COMPLETION OF WORK (i) Supplies (ii) Testing & Commissioning	
07	ACTUAL DATE OF COMPLETION OF WORK (i) Supplies (ii) Testing & Commissioning (Physical Completion of Works if Commissioning held up for reasons not attributable to the contractor)	
08	REASONS FOR DELAY, IF ANY	
09	PERFORMANCE OF THE CONTRACT	SATISFACTORY*/ NOT SATISFACTORY*
10	PERFORMANCE OF LINES/SUB-STATION (S) AFTER COMMISSIONING	SATISFACTORY*/ NOT SATISFACTORY*

- Strike out whichever is not applicable.