

**Government of India
Central Public Works Department
Directorate General of Works
CSQ Organisation
Contracts & Manual Unit**

No. DGW/CON/126

Dated Nirman Bhawan, New Delhi, the 21st Sep., '98

OFFICE MEMORANDUM

Subject: Annual Performance Reports of Contractors.

Attention is invited to this Directorate D.O.No.14/8/96/SE(C&M) dated 21.1.97 wherein it was emphasised to write the Annual Performance Reports of the contractors and forward the same to the respective authorities in accordance with the time schedule mentioned. It has, however, come to the notice that the performance reports are either not being written or not being sent.

It is, therefore, again stressed that the performance reports of the contractors should be regularly written and timely forwarded to the concerned authorities. The performance reports for the financial year 1997-98 should be written immediately on the enclosed proforma and forwarded to the authorities mentioned below so as to reach them latest by 31.10.98. A consolidated report at the Zonal level indicating the status in respect of each Division under that Zone should reach this Directorate by 30.11.98.


- (i) For all contractors enlisted with CPWD, the report shall be written by the EE for the class or category according to their enlistment with CPWD and submitted to respective enlistment authority under the signature of the authority as mentioned below:

<u>Class of contractor</u>	<u>To be submitted to</u>	<u>Signing authority</u>
I(All categories)	DG(W)	CE
II(All categories)	ADG	CE
III(All categories) & IV(B&R, HVAC)	CE*	SE
IV(Elect. & Fur) V(B&R)	SE*	EE

* Unless they themselves are the enlistment authority, they will forward the performance report to the enlistment authority.

- (ii) For all contractors who are not enlisted with CPWD, the report shall be written by the EE and submitted to the CE of the concerned Zone under the signature of SE of the Circle.

Encl: Proforma


(P.K. Mathur)
Superintending Engineer(C&M)

(Issued from File No. 18/4/96/SE/CM)

Copy to all ADGs / CEs / SEs / EEs in CPWD / Delhi Administration/ Min. of Environment & Forest.

PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS
OF CLASS MElect), CLASS MFur) & CLASS VIB&R)

Name of contractor :

Enlistment number :

Enlistment authority with address :

Note: The reporting officer is to mention grading on a 0-5 scale* considering all works done by the contractor during the year.

<u>S. No.</u>	<u>Description</u>	<u>Grading</u>
1.	2.	3.
1.	Quality of work	
2.	Speed of execution	
3.	General (Materials, T&P, Behaviour & Responsiveness)	

Reporting officer

Reviewing officer

Countersigning officer

* Grading on 0-5 scale shall be as follows:

Poor- 0, Fair- 1, Average- 2, Good-3, Very good- 4, Excellent- 5

PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS

(EXCEPT CLASS I (E&C), CLASS IV (Fur) & CLASS V (R&R))

Name of contractor :

Enlistment number :

Enlistment authority with address :

Name of work :

Note: The reporting officer is to mention grading on a 0-5 scale* for items nos. 1(i), 1(ii), 2(B), 3(ii) to 3(vi). For other items he should provide factual information only.

<u>S. No.</u>	<u>Description</u>	<u>Grading/ percentage/ information</u>
1.	2.	3.
1.	<u>Quality of Works</u> (i) Structural work/Conduiting & ducting/Landscape (Where applicable) (ii) Workmanship & finish (Identify and mention 3 major items and grade each of them on 0-5 scale) (iii) Sub-standard/Defective work a. Defective work rejected with amount and also as percentage of total work(tendered amount in case of work in progress) b. Sub-standard work accepted/proposed to be accepted at reduced rates with amount and also as a percentage of total work(tendered amount in case of work in progress) (iv) Technical staff employed on the work	

Contd...2

* Grading on 0-5 scale shall be as follows:

Poor- 0, Fair- 1, Average- 2, Good-3, Very good- 4, Excellent- 5

2.

Speed of execution

A.

(i) For completed work

(a) Stipulated period and period of extension granted

(b) compensation levied as a percentage of total cost of work executed

(ii) For work in progress

(a) Stipulated time

(b) Time elapsed so far

(c) %age progress as per schedule

(d) Actual progress

(e) Reasons for delay

B. Financial soundness and resourcefulness

3.

General

(i) Materials

Number of rejection of materials, either by test or visual

(ii) Construction machinery and equipment deployed on the work

(iii) Shuttering & scaffolding materials and other non-consumables

(For Horticulture work, Equipment and T&P)

(iv) Behaviour of contractor/his employees

(Quote specific misbehaviour, if any)

(v) Responsiveness/sense of responsibility

(vi) Labour welfare measures

Reporting officer

Reviewing officer

Countersigning officer