



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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No: 11041/218/2007-Admn.

22nd January, 2008

POLICY MATTERS: TECHNICAL (06 /2008)

[Decision taken on PQ division's file No. 11018/34/2006/PQ]

Sub: Performance rating of agencies deployed for Project Supervision Consultancy, including formulation of monitoring system, to track performance.

It has been decided with the approval of competent authority that performance of Supervision Consultants shall be monitored on a regular basis and record of the same shall be maintained at headquarter. Accordingly, the performance of Supervision Consultants shall henceforth be appraised on (i) Monthly basis and (ii) Annual basis.

2. **Monthly Performance Appraisal:** Project Directors shall send monthly report of the work/important task performed by the Supervision Consultants during the month in a D.O. letter form addressed to the CGM at headquarter with a copy to the Member and the Project Supervision Consultant concerned. The format of the Monthly Report is enclosed at **Appendix-I**. The Project Directors shall send the monthly report on the last working day of every month. The records of the monthly appraisal shall be maintained in the office of concerned CGM at headquarter.

3. **Annual Performance Appraisal: Annual Performance:** Appraisal Part A, B, C, D & E also contains summary of Monthly appraisals and PSC's response in Part-'A' and Civil Construction Agency's feedback etc. in Part-'C'. Project Directors as reporting officer shall get Part A, B & C completed and send Annual Performance of the Project Supervision Consultants to the reviewing officer i.e. GM/CGM at headquarter. The reviewing officers shall record their remarks and send the same to the Member concerned. The format of the Monthly Report is enclosed at **Appendix-II**. The

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centralized record of final annual performance appraisal shall be maintained in the Quality Assurance Unit at headquarter. The period for the annual performance appraisal shall be from 1st January or commencement of contract upto to 31st December or end of contract (as applicable).

4. The above policy decision shall come into force with immediate effect. Accordingly, all Project Directors are advised to send the monthly report for the month of December, 2007 to their GM/CGM and annual report for the period from 1st January 2007/start of work to 31st December 2007/end of contract (as applicable). The duration of consultancy works for reporting should be at least six months. For consultancy work of less than 6 months duration a narrative report may be given. All PDs should send the Annual Appraisal Report for the year 2007 by 30th January, 2008 to the concerned officers at headquarters.



(V.K. Sharma)
General Manager (Admn.)

To:

All Project Directors at PIUs/CMUs

Copy to:

PS to Chairman
All Members / CGMs / CVO
All GMs

Ref. No.

Date:

To

Chief General Manager
National Highways Authority of India
G 5 & 5, Sector-10
Dwarka
New Delhi-110075

Sub: Monthly appraisal of performance of Supervision Consultants.

Name of Supervision Consultant:

Consultancy Agreement No.:

Civil packages covered in PSC contract:

Date of start of the supervision consultancy work:

Stipulated date of completion of the supervision consultancy work:

Name of PIU and Project Director:

Summary of progress of PSC work during the month:

- (i) Issue of Good for construction drawings
- a. Is the programme for issue of “Good for construction drawing” being followed? (Yes/No)
 - b. Are all Good for construction drawings available for the on-going construction activities? (Yes/No)
 - c. If answer to (b) is no, please specify the number of drawings pending.
 - d. Are Good for construction drawing for the following (next) construction activity issued? (Yes/No)
 - e. If answer to (d) is no, please specify the number of drawings pending.

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-2-

- (ii) Disposal of RFI's
 - a. No. of RFI's pending disposal at the end of previous month.
 - b. No. of RFI's submitted by the contractor disposed during the month by PSC.
 - c. Average time being taken by the PSC for disposing the RFI's received during the month.
 - i. Within 24 hours (specify nos.)
 - ii. Within 48 hours (specify nos.)
 - d. No. of RFI where disposal was delayed beyond 48 hrs.
- (iii) Vacancies of key persons (please specify title of the post and date since when vacant and efforts made by PSC to fill the post).
- (iv) Clearing of IPC
 - a. Date of receipt of IPC for the month.
 - b. Date on which IPC cleared by PSC.
- (v) Variations
 - a. BOQ variation within Engineer's Power pending disposal (specify amount and number of items).
 - b. BOQ variation beyond Engineer's Power pending processing and submission by the Project Supervision Consultant (specify amount and number of items).
 - c. Non-BOQ variation pending processing and submission by the Project Supervision Consultant (specify number of items and likely cost).
- (vi) Details of important decisions pending.
- (vii) Brief details of important events and happenings at site of work.

Yours faithfully,

(Project Director)

Copy for information to:

- 1. Member (Tech.)
- 2. Project Supervision consultant

**National Highways Authority of India
(Ministry of Shipping, Road Transport & Highways)**



**Performance Appraisal of Supervision
Consultants**

Year _____

Performance appraisal of the Supervision Consultant should be

- (1) done on annual basis,
- (2) the reporting period for the appraisal should be January or start of contract upto December or end of contract (as applicable).
- (3) The duration of consultancy works for reporting should be at least six months. For consultancy works of less than 6 months duration, a narrative report may be given.
- (4) Appraisal to be on a scale of 10 obtained by dividing the total score obtained by 10.

Grading:

- (a) poor (0-4),
- (b) average (>4 up to 5),
- (c) good (>5 up to 7),
- (d) very good (>7 up to 8.5) and
- (e) excellent (>8.5 up to 10)

PART – A

(to be filled-in by the Project Director)

1. Name of Consultant:
2. Registered address of the Consultant:
3. Consultancy Agreement No.:
4. Civil construction packages covered:
5. Cost of the Supervision Consultancy work:
6. Date of start of the Supervision Consultancy work:

7. Date of completion of the Supervision Consultancy work:
8. Brief description of the work:
9. Summary of Monthly Appraisals
 - a) Issue of Good for Construction Drawing delayed beyond the agreed/approved construction Programme (please specify nos. and average period of delay).
 - b) Number of RFI disposals delayed beyond 48 hours.
 - c) Delay in clearing IPC beyond 14 days (specify nos.).
 - d) Details of BOQ and Non-BOQ variation items pending processing and submission by PSC (please specify amount and number of items).
10. Project Supervision Consultant's response to Monthly appraisal reports and on working of the construction agency (please enclose written response, if received within 10 days of end of reporting period).

PART – B
(to be filled-in by the Project Director and Officer In-charge at HQ)

Main attributes to be assessed are listed below. These main attributes have been further sub-divided into sub-attributes to reduce subjectivity in the assessment. Assessment is distributed over 100 marks for the attributes and final rating is obtained by dividing total marks obtained by 10.

S. No.	Attributes	Total marks	Marks by Project Director	Marks by GM/CGM/In-Charge at Head Office
1.	Review of DPR, designs, and good for construction drawings prepared by the Design Consultant. i. Quality of comments ii. Quality of suggestions iii. Quality of improvements	10		
2.	Quality of documents finalized by the Consultant. i. Construction Supervision Manual prepared by the Consultant ii. Quality of comments/suggestions/improvements Method Statement iii. Quality of comments/suggestions/improvements, Quality Assurance Manual	10		
3.	Deployment of construction, supervision staff with reference to contract provision. i. Key personnel actually deployed ii. Sub-professional/field staff actually deployed iii. Substitution of key experts	10		
4.	Monitoring systems for i. Quality of works ii. Progress of works iii. Construction safety/environmental safety & traffic management	10		
5.	Performance and actual implementation of systems mentioned in 2 & 4 above.	10		

S. No.	Attributes	Total marks	Marks by Project Director	Marks by GM/CGM/In-Charge at Head Office
6.	Promptness and timely action regarding i. Issue of good for construction drawings, ii. Decisions for variations/sub-contracting, iii. Issue of monthly and interim payment certificates, iv. Replying/clarifying disputes.	12		
7.	Maintenance and upkeep of records related to laboratory and field testing, disputes, hindrances to the work.	9		
8.	Progress review meetings, reporting and coordination with NHAI H.Q. i. Holding progress review meetings at site of work, ii. Coordinating and holding review meetings with senior NHAI officers, iii. Suggestions regarding improving the work progress and quality, iv. Suggestions regarding settlement of disputes.	9		
9.	Professional competence of i. Engineer, ii. Key experts, iii. Sub-professionals/key staff.	10		
10.	Contribution to ensure timely completion of works	5		
11.	General behaviour	5		
Overall marks out of 100				
Rating on scale of 10				
12.	Signature			
			Project Director Name: Date: Place:	

PART – C
(to be filled-in by the civil construction agency)

Contractor's assessment of Supervision Consultant

Please put (√ mark) against the following parameters on the basis of following rating.

(A) Poor (B) Average (C) Good (D) Very Good (E) Excellent

1. Timely issue of Good for construction drawing	A	B	C	D	E
2. Decision/clarification on technical matters / variations etc.	A	B	C	D	E
3. Timely attending RFIs and disposal thereof	A	B	C	D	E
4. Coordination and regular review meetings with contractor	A	B	C	D	E
5. Value addition regarding improving the work progress, workmanship and quality.	A	B	C	D	E

Any other comments:

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Authorized Signatory¹

Name:

Designation:

Date:

Place:

¹ (Not below the level of Project Manager of Civil Works Contractor)

PART – D
(to be filled-in by the GM/CGM In-charge at HQ)

1. Rating on the basis of feed back from civil construction agency
2. Professional integrity of Supervision Consultant and his key professionals
3. General Remarks/comments by GM/CGM:

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4. Modified rating in light of 1, 2 & 3 above.

Signature GM/CGM:

Name:

Date:

Place:

*Confidential
For use of NHAI only*

PART – E
(to be filled-in by the CGM/Member-Tech.)

Remarks/comments and rating:

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Signature CGM/Member:

Name:

Date:

Place: