

# **MUNICIPAL CORPORATION OF GRETAER MUMBAI**

## **CIRCULAR**

### **Subject: Guidelines For Linking of Contractor Registration and Work Performance Details With Their M.C.G.M. Vendor Code (UID)**

By directions given by Hon'ble M.C., the details of all the contractor/s registered in M.C.G.M. such as their registration details as well as work performance details are to be linked with a unique code (UID) so that all details and history of contractor/s such as their registration details, penalty imposed, penal action initiated and the works allotted to them etc. could be viewed on a single click. In short, the **qualitative as well as quantitative evaluation** of all contractor/s registered in M.C.G.M. will be available on a single click.

As the details of vendor registered in MCGM were already available in the present SAP system and maintained by C.P.D. department against a special unique code- vendor code, it has been decided to use a vendor code as a UID for linking contractor/s registration as well as work performance details to reduce additional work.

Subsequently a detailed report was put up to the Hon'ble M.C. through Hon'ble A.M.C. (W.S.) to implement the proposed SAP system (Copy attached herewith). Hon'ble M.C. directed C.E. to make presentation on the same in the monthly meeting of A.C./D.M.C. Accordingly, a presentation was arranged in the monthly meeting of all the A.C.s / D.M.C.s and all HODs on 06.05.2017, whereby Hon'ble M.C. directed to commence implementation of the said system by the end of this month.

Brief Description of Proposed System is as follows:

The Proposed system has two main parts

#### **1) Contractor Registration Details:**

A new tab "E Monitoring Cell" is to be created in the field 'Vendor details' already exist in the SAP system.

On entering the Transaction code (T-code) "XK02" associated with the registration details and Vendor code as UID, following details related to registration of contractor/s will be displayed.

- a) Name of Firm
- b) Type of Firm
- c) PAN details of Firm
- d) Vendor Number of Contractor (will be treated as UID)

- e) Registration Number
- f) Rules of Registration year
- g) Registration discipline
- h) Registration Class & Category
- i) Date of validity of Registration
- j) Tendering Limit
- k) Registered address details along with contact information
- l) Owner (Proprietor / Partner / Director) details- Name of Owner/s, PAN details of Owner/s, % share of Partners
- m) Power of Attorney (POA) Holder details- Name of POA Holder, PAN of POA Holder.

## **2) Contractor Work Performance Details:**

On entering the specially generated Transaction code (T-code) "ZWPD" associated with the work performance details and Vendor code as UID, following details related to work performance of contractor/s will be displayed.

- a) Vendor Number (UID)
- b) Name of firm
- c) Vendor Status (Active / Inactive)- In case the Vendor status is Inactive, the data will only be available for display and no new work related data can be created/entered until the change of status to Active.
- d) Total Number of PO s issued to Contractor (P.O. Count)- Total number of works
- e) Total PO Value - Total Cost of work Performed by the contractor
- f) Total Penalty imposed on the contractor
- g) Purchase Order Numbers
- h) Purchase Order Dates
- i) Name of Work
- j) P.O. amount
- k) Rebate / Premium in % - Tender amount quoted with respect to estimated cost
- l) Physical Progress of work in %- Percentage of work completed physically
- m) Payment made in % - Percentage of work completed financially
- n) Penalty on Contractor
- o) Penal Action taken
- p) Quarterly Appraisal Report- Performance Evaluation report
- q) Work Performance Certificate

Contractor Registration Details will be maintained by the E.E. (Monitoring & Registration) Cell. Contractor Work Performance details will be maintained by the work executing departments of MCGM.

For Contractor Registration Details, Sub Engineer (M&R) Cell and Assistant Engineer (M&R) Cell are authorized to create registration details whereas Assistant Engineer (M&R) Cell and Executive Engineer (M&R) Cell are authorized to change registration details. For Contractor Work Performance details authorization is to be given to Sub Engineer, Assistant Engineer and Executive Engineer of work executing departments. All the SAP Users will have authorization for display of these details.

Users will not be allowed to create the Invoice (Hold MIRO) for the selected PO without maintaining following details in ZPWD transaction

1. Proposed penalty (if applicable),
2. Physical progress in %,
3. Penal Actions taken (if any)
4. Appraisal details (QAR)

In case there is no penalty applicable for a SES/MIGO document related to a PO line item for which the MIRO is being created, then the concerned user needs to maintain the data as 'No penalty applicable' for the SES/MIGO document & also relevant text details for the Penal Actions taken & QAR Rating as these are mandatorily validated along with the Physical progress in % during the creation of a MIRO document.

For the penal actions taken against contractor warning, fine memo, show cause, suspension, demotion, deregistration, debarring etc. details should be maintained. Format of QAR (Quarterly Appraisal Report) is attached herewith. 'Total Weightage in %' details for work should be maintained as per the format. Detailed description of how to maintain required fields in ZWPD transaction is mentioned in the end user manual.

**It is expected that the penalty and penal action notice issued to the contractor shall be uploaded immediately by the executing department in the ZWPD transaction;** however in a worst case if these details are not maintained in a system then no MIRO will be processed further for payment for PO. An error message will be displayed when the Users clicks on the Hold/Save button in the MIRO transaction.

**All the previous and existing penal actions on the contractor will have to be uploaded by the department who has initiated that action against the contractor for the said work in ZWPD transaction in the SAP system immediately within one week once the proposed system comes into force.** It is requested to all the HODs to personally monitor the process of entering the previous and existing penal actions on the contractor so that the database generated shall be most appropriate.

Details once entered cannot be deleted or overwritten; however, the corrected actions can be entered separately in the system.

Any additional support for the same will be provided by the onsite support staff of consultants-M/s ABM.

At present, work executing departments have to do lengthy and tedious correspondence with each other for tender related remarks, which consumes lot of valuable time of the concerned staff and results in undesirable delay. Under this system, all the registration as well as penal actions details of contractor/s which are needed while evaluating bids will be linked with their vendor code and will be accessible to the SAP users. Hence for tender related remarks, instead of doing the correspondence with E.E. (Monitoring & Registration) Cell, work executing departments shall seek these details from SAP system by using above mentioned transaction codes. This will not only help in eliminating physical as well as mail correspondence of various departments but will also help in making decisions faster, easier and effective while evaluating tenders.

End User manual of the system and flow chart of activities are attached herewith for reference. The copy of power point presentation of the said system will be e-mailed on all HOD's e-mail IDs. The copy of circular and End User manual will be uploaded on homepage of MCGM portal <https://portal.mcgm.gov.in>.

This system will be made effective across the M.C.G.M. from 31.05.2017.

All the Chief Engineers, HODs, Ward Officers and concerned staff shall inform all engineers working under them about these amendments and shall ensure strict and immediate implementation of the above changes.

No deviations whatsoever from above should be done.

sd/-  
**City Engineer**

sd/-  
**A.M.C. (W.S.)**

sd/-  
**Municipal Commissioner**