

Table No. 14 Addl. CE (MM)

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Table 14.1:CE (MM)

HoD:-CE (MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly /Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Ensure finalization of work plan by the first week of August	Yearly	%	100 %	60 %	5%
2	Ensure finalization of requirement of material by 30 th September	Yearly	%	100 %	60 %	5%
3	Ensure approval of requirement of material by first week of October	Yearly	%	100 %	60 %	5%
4	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	50 %	5%
5	Ensure floating of Tender by 31 st October	Yearly	%	100 %	60 %	5%
6	Ensure opening of Tender up to 15 th January.	Yearly	%	100 %	50 %	5%
7	Post Tendering process to complete within 120 days of opening of tender	Yearly	%	100 %	60 %	20%
8	Apprising the status/position daily to the Chief Engineer (MM) in respect of following- a) Material flow through monthly/fortnightly/stock position of various items & daily stock position of critical items, which is issued by the SE(I&S) b) Stores inventory proposals. c) Auction of scraped material.	Monthly	%	100 %	60 %	20%
9	After receipt of collecting the Agenda from various officers of MM Wing/ Civil Wing preparing / arranging/organizing the meeting of following committees:- a) Technical specification approval committee of three Discoms. b) Chief Engineer's level purchase committee. c) Corporate level purchase committee d) Committee for deciding guiding / reserve price for	Monthly	%	100 %	60 %	20%

	scrap e) Committee for acceptance /rejection of S.T.A (Subject to Approval) price quoted in Auction of scrap items.					
10	Ensure collecting & compiling various types of information required from time to time and monthly information by 5 th of every month.	Monthly	%	100 %	60 %	10%

Table 14.2:-TA to CE (MM)

HoD:-CE (MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly /Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Ensure finalization of work plan by the first week of August	Yearly	%	100 %	60 %	5%
2	Ensure finalization of requirement of material by 30 th September	Yearly	%	100 %	60 %	5%
3	Ensure approval of requirement of material by first week of October	Yearly	%	100 %	60 %	5%
4	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	50 %	5%
5	Ensure floating of Tender by 31 st October	Yearly	%	100 %	60 %	5%
6	Ensure opening of Tender up to 15 th January.	Yearly	%	100 %	50 %	5%
7	Post Tendering process to complete within 120 days of opening of tender	Yearly	%	100 %	60 %	20%
8	Apprising the status/position daily to the Chief Engineer (MM) in respect of following- d) Material flow through monthly/fortnightly/stock position of various items & daily stock position of critical items, which is issued by the SE(I&S) e) Stores inventory proposals. f) Auction of scraped material.	Monthly	%	100 %	60 %	20%
9	After receipt of collecting the Agenda from various officers of MM Wing	Monthly	%	100 %	60 %	20%

	/Civil Wing/ preparing / arranging/organizing the meeting of following committees:- f) Technical specification approval committee of three Discoms. g) Chief Engineer's level purchase committee. h) Corporate level purchase committee i) Committee for deciding guiding / reserve price for scrap j) Committee for acceptance /rejection of S.T.A (Subject to Approval) price quoted in Auction of scrap items.					
10	Ensure collecting & compiling various types of information required from time to time and monthly information by 5 th of every month.	Monthly	%	100 %	60 %	10%

Table 14.3:- SE (MM)

HoD: -CE(MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	60 %	10%
2	Ensure floating of Tender by 31 st October/ stipulated time	Yearly	%	100 %	50 %	10%
3	Ensure opening of Tender up to 15 th January/ stipulated time	Yearly	%	100 %	60 %	10%
4	Shortcoming be intimated to bidders. within 30 working days of opening of tender	Yearly	%	100 %	60 %	5%
5	The preparation of technical analysis note. Within 45 working days of opening of tender.	Yearly	%	100 %	60 %	5%
6	The price Bid of eligible bidders be opened. Within 60 working days of opening of tenders.	Yearly	%	100 %	60 %	5%
7	The preparation of agenda note for consideration of competent	Yearly	%	100 %	60 %	10%

	committee. Within 75 working days of opening of Tender.					
8	The preparation of letter of acceptance (LOA). Within 90 working days of opening of tender.	Yearly	%	100 %	50 %	5
9	The preparation of detailed purchase order be placed. Within 100 working days of opening of tender	Yearly	%	100 %	50 %	10
10	Processing of release of EMDs/ Bid Security of unsuccessful bidders Within 15 working days of contract agreement made by L1 bidders.	Yearly	%	100 %	50 %	5
11	Processing of CTL/NABL test reports & preparation of letter accordingly. Within 20 working days of receipt of CTL test report.	Yearly	%	100 %	60 %	5
12	Percentage of cases processed for removal of blacklisting debarment / business severement after expiry of applicable period and deposition of recoveries (if any). Within 30 working days	Yearly	%	100 %	50 %	5
13	Placing of agenda note for settlement cases. within 30 working days.	Yearly	%	100 %	50 %	5
14	Percentage Closure of tenders within 6 months after receipt of performance report from all consignees and recovery adjustment from CPC whichever is later.	Yearly	%	100 %	50 %	5
15	Reduction in legal disputes (litigations) against vendors (% of cases registered)	Yearly	%	100 %	60 %	5

Table 14.4:- XEN MM- I/II/III

HoD: -CE (MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	60 %	5
2	Ensure floating of Tender by 31 st October	Yearly	%	100 %	50 %	5
3	Ensure opening of Tender up to 15 th January.	Yearly	%	100 %	60 %	5
4	Shortcoming be intimated to bidders. within 30 working days of opening of	Yearly	%	100 %	60 %	5

	tender					
5	The preparation of technical analysis note. Within 45 working days of opening of tender.	Yearly	%	100 %	60 %	10
6	The price Bid of eligible bidders be opened Within 60 working days of opening of tenders.	Yearly	%	100 %	60 %	10
7	The preparation of agenda note for consideration of competent committee Be put up within 75 working days of opening of Tender.	Yearly	%	100 %	60 %	10
8	The preparation of letter of acceptance (LOA) Be put up within 90 working days of opening of tender.	Yearly	%	100 %	50 %	5
9	The preparation of detailed purchase order be placed within 100 working days of opening of tender	Yearly	%	100 %	50 %	10
10	Processing of release of EMDs/ Bid Security of unsuccessful bidders Within 15 working days of contract agreement made by L1 bidders.	Yearly	%	100 %	50 %	5
11	Processing of CTL/NABL test reports & preparation of letter accordingly Within 20 working days of receipt of CTL test report.	Yearly	%	100 %	60 %	5
12	Percentage of cases processed for removal of blacklisting debarment / business severement after expiry of applicable period and deposition of recoveries (if any) Within 30 working days	Yearly	%	100 %	50 %	5
13	Placing of agenda note for settlement cases within 30 working days.	Yearly	%	100 %	50 %	5
14	Percentage Closure of tenders within 6 months after receipt of performance report from all consignees and recovery adjustment from CPC whichever is later.	Yearly	%	100 %	50 %	10
15	Reduction in legal disputes (litigations) against vendors (% of cases registered)	Yearly	%	100 %	60 %	5

Table 14.5:- AEN MM- I/II/III/IV/V/VI/VII/VIII/IX/X

HoD: - CE (MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	60 %	5
2	Ensure floating of Tender by 31 st October.	Yearly	%	100 %	50 %	5
3	Ensure opening of Tender up to 15 th January.	Yearly	%	100 %	60 %	5
4	Shortcoming be intimated to bidders. within 30 working days of opening of tender	Yearly	%	100 %	60 %	5
5	The preparation of technical analysis note Within 45 working days of opening of tender.	Yearly	%	100 %	60 %	10
6	The price Bid of eligible bidders be opened Within 60 working days of opening of tenders.	Yearly	%	100 %	60 %	10
7	The preparation of agenda note for consideration of competent committee Be put up within 75 working days of opening of Tender.	Yearly	%	100 %	60 %	10
8	The preparation of letter of acceptance (LOA) Be put up within 90 working days of opening of tender.	Yearly	%	100 %	50 %	5
9	The preparation of detailed purchase order be placed within 100 working days of opening of tender	Yearly	%	100 %	50 %	10
10	Processing of release of EMDs/ Bid Security of unsuccessful bidders Within 15 working days of contract agreement made by L1 bidders.	Yearly	%	100 %	50 %	5
11	Processing of CTL/NABL test reports & preparation of letter accordingly Within 20 working days of receipt of CTL test report.	Yearly	%	100 %	60 %	5
12	Percentage of cases processed for removal of blacklisting debarment / business severement after expiry of applicable period and deposition of recoveries (if any) Within 30 working days	Yearly	%	100 %	50 %	5
13	Placing of agenda note for settlement cases within 30 working days.	Yearly	%	100 %	50 %	5

14	Percentage Closure of tenders within 6 months after receipt of performance report from all consignees and recovery adjustment from CPC whichever is later.	Yearly	%	100 %	50 %	10
15	Reduction in legal disputes (litigations) against vendors (% of cases registered)	Yearly	%	100 %	60 %	5

Table No. – 14.6:- JEN MM-I/II/III/IV/V/VI/VII/VIII/IX/X

HoD: -CE(MM)

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Ensure finalization of Technical Specification PQR etc. by 3 rd week of October.	Yearly	%	100 %	60 %	5
2	Ensure floating of Tender by 31 st October	Yearly	%	100 %	50 %	5
3	Ensure opening of Tender up to 15 th January.	Yearly	%	100 %	60 %	5
4	Shortcoming be intimated to bidders. within 30 working days of opening of tender	Yearly	%	100 %	60 %	5
5	The preparation of technical analysis note Within 45 working days of opening of tender.	Yearly	%	100 %	60 %	10
6	The price Bid of eligible bidders be opened Within 60 working days of opening of tenders.	Yearly	%	100 %	60 %	10
7	The preparation of agenda note for consideration of competent committee Be put up within 75 working days of opening of Tender.	Yearly	%	100 %	60 %	10
8	The preparation of letter of acceptance (LOA) Be put up within 90 working days of opening of tender.	Yearly	%	100 %	50 %	5
9	The preparation of detailed purchase order be placed within 100 working days of opening of tender	Yearly	%	100 %	50 %	10
10	Processing of release of EMDs/ Bid Security of unsuccessful bidders Within 15 working days of contract agreement made by L1 bidders.	Yearly	%	100 %	50 %	5

11	Processing of CTL/NABL test reports & preparation of letter accordingly Within 20 working days of receipt of CTL test report.	Yearly	%	100 %	60 %	5
12	Percentage of cases processed for removal of blacklisting debarment / business severement after expiry of applicable period and deposition of recoveries (if any) Within 30 working days	Yearly	%	100 %	50 %	5
13	Placing of agenda note for settlement cases within 30 working days.	Yearly	%	100 %	50 %	5
14	Percentage Closure of tenders within 6 months after receipt of performance report from all consignees and recovery adjustment from CPC whichever is later.	Yearly	%	100 %	50 %	10
15	Reduction in legal disputes (litigations) against vendors(% of cases registered)	Yearly	%	100 %	60 %	5

Table No. 14.7:- Sr. AO/AO (MM)

HoD: Addl. CE (MM), AVVNL, Ajmer

Sr. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Checking/Vetting of Techno Commercial Agenda Notes with Approve Specification and documents submitted the bidders	Yearly	%	100%	60%	10
2	Checking/ Vetting of price bid as per MOM of CE/CLPC level of SE (MM)/SE (I&S)	Yearly	%	100%	60%	5
3	Checking and vetting of agenda notes for corporate level purchase committee along with price comparative statement for purchase cases of SE (MM)/SE (I&S)	Yearly	%	100%	60%	20
4	Checking and Vetting of agenda notes related to settlement committee and other issues raised by purchasing authority and suppliers	Yearly	%	100%	60%	5
5	Timely Checking of counter offer, LOI, purchase and other letters / issues submitted by purchasing authority	Yearly	%	100%	50%	10
6	Checking and vetting of contract agreements submitted by suppliers	Yearly	%	100%	50%	10
7	Checking and vetting of price variation and penalty cases submitted by respective purchasing authority	Yearly	%	100%	50%	10

8	Monitoring of Bank guarantees acceptance, invocation and remittance	Quarterly	%	100%	50%	10
9	Monitoring of Vendor registration,, case files and Bank guarantees	Quarterly	%	100%	60%	5
10	Checking/ Vetting/Comments on case files received from SE (MM)/SE (I&S)/ ACE (MM)	Yearly	%	100%	60%	10
11	Checking/ Vetting of BG release case files received from SE(MM)	Yearly	%	100%	60%	5

Table No. 14.8:- AAO (MM)

HoD: Addl. CE (MM), AVVNL, Ajmer

Sr. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Timely open of Technical bids of Tenders of SE (MM)/SE (I&S)	Yearly	%	100%	60%	5
2	Supervision and Checking/Vetting of Techno Commercial Agenda Notes with Approve Specification and documents submitted the bidders	Yearly	%	100%	60%	10
3	Supervision and Checking/ Vetting of price bid as per MOM of CE/CLPC level of SE (MM)/SE (I&S)	Yearly	%	100%	60%	5
4	Supervision and Checking and vetting of agenda notes for corporate level purchase committee along with price comparative statement for purchase cases of SE (MM)/SE (I&S)	Yearly	%	100%	60%	15
5	Supervision and Checking and Vetting of agenda notes related to settlement committee and other issues raised by purchasing authority and suppliers	Yearly	%	100%	60%	5
6	Supervision and Timely Checking of counter offer, LOI, purchase and other letters / issues submitted by purchasing authority	Yearly	%	100%	50%	10
7	Supervision and Checking and vetting of contract agreements submitted by suppliers	Yearly	%	100%	50%	10
8	Supervision and Checking and vetting of price variation and penalty cases submitted by respective purchasing authority	Yearly	%	100%	50%	10
9	Supervision and Monitoring of Bank guarantees acceptance, invocation and remittance	Quarterly	%	100%	50%	10
10	Supervision and Monitoring of	Quarterly	%	100%	60%	5

	Vendor registration,, case files and Bank guarantees					
11	Supervision and Checking/ Vetting/Comments on case files received from SE (MM)/SE (I&S)/ ACE (MM)	Yearly	%	100%	60%	10
12	Supervision and Checking/ Vetting of BG release case files received from SE(MM)	Yearly	%	100%	60%	5

Table No. 14.9 :- AAO-II/Jr. Acctt. (MM)

HoD: Addl. CE (MM), AVVNL, Ajmer

Sr. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Checking/Vetting of Techno Commercial Agenda Notes with Approve Specification and documents submitted the bidders	Yearly	%	100%	60%	10
2	Checking/ Vetting of price bid as per MOM of CE/CLPC level of SE (MM)/SE (I&S)	Yearly	%	100%	60%	5
3	Checking and vetting of agenda notes for corporate level purchase committee along with price comparative statement for purchase cases of SE (MM)/SE (I&S)	Yearly	%	100%	60%	20
4	Checking and Vetting of agenda notes related to settlement committee and other issues raised by purchasing authority and suppliers	Yearly	%	100%	60%	5
5	Timely Checking of counter offer, LOI, purchase and other letters / issues submitted by purchasing authority	Yearly	%	100%	50%	10
6	Checking and vetting of contract agreements submitted by suppliers	Yearly	%	100%	50%	10
7	Checking and vetting of price variation and penalty cases submitted by respective purchasing authority	Yearly	%	100%	50%	10
8	Monitoring of Bank guarantees acceptance, invocation and remittance	Quarterly	%	100%	50%	10
9	Monitoring of Vendor registration,, case files and Bank guarantees	Quarterly	%	100%	60%	5
10	Checking/ Vetting/Comments on case files received from SE (MM)/SE (I&S)/ ACE (MM)	Yearly	%	100%	60%	10
11	Checking/ Vetting of BG release case files received from SE(MM)	Yearly	%	100%	60%	5

