

Construction Development Board
Revised- CONTRACT COMPLETION REPORT FORM (CON02)
(This report to be submitted on completion of contract)

Part I Contract Execution Data
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1. Procuring Agency: _____
2. Name of contract work: _____
3. Category of Works: [W1] , [W2] , [W3] , [W4] (Please tick)
4. Name of Firm & Contractor : _____ CDB Certificate No. _____
5. Contract Price (Initial) Nu.: _____ Contract price (Final) Nu. _____
6. Amount of Performance Security: _____
7. Amount of Advance Payment: _____
8. Date of Commencement: a. (Official) _____ b. Actual _____

a. Reason for delay. (if any): _____
9. Date of completion: a. (Official) _____ b. Actual _____

a. Reason for delay. (if any): _____
10. Were there any contract variation: Yes No Minor Major

a. Give reason for change if major _____
11. Liquidated Damages imposed to the Contractor (if any): Nu. _____
12. Time of completion actual (in days) _____
13. Date of Taking-Over-Certificate:
14. Date of Final Payment to the Contractor:
15. Assessment of performance:

Rate the scope of work satisfactory me the requirement of the project:
Fully satisfactory . Satisfactory Unsatisfactory
If unsatisfactory, give reason. _____

Part II Performance of Contractor

Performance of Contractor

1. **Any problem encountered by the Contractor in the submission of Performance Security:** Yes No

If Yes, # of days delay in signing of the contract: _____ days

2. **Any problem encountered by the Contractor in the submission of Counter Bank Guarantee for advance payment:** Yes No

If Yes, # of days delay in signing of the contract: _____ days

3. **Procurement of Construction Materials:**
 (i) Were there delays due to lack of materials at site? Yes No

(ii) If Yes, how did the delay affect the execution/quality of works:

a) # of times that the approved WP was revised due to the lack of materials at site: _____ times

b) Number of days delay as the result of lack of materials at site: _____ days

(iii) What was the degree of PA's supervision required to obtain materials available?

- Minimal, contractor acted on his own
 Supervision required, but not frequently
 Constant supervision was required.

Rate the Financial capability of contractor base on above performance

Excellent	Good	Satisfactory	Unsatisfactory	Remarks

4. **Submission of Work Program (WP)**

(i) On-time as per contract: Yes No

(ii) Date of Approval by the PA (if resubmitted): _____

(iii) Work Program (WP) Satisfactory? Yes No

(iv) Did the contractor carry out the work as per Work Program ? Yes No

(iv) If no, No. days delayed in completion of works _____ (days/month)

Rate the Contractor's performance based on adherence to work program

Excellent	Good	Satisfactory	Unsatisfactory	Remarks

5. **Mobilization:**
 (i) On-time in accordance with the WP? Yes No

If No, indicate the problems encountered that are attributable to the Contractor and give a brief description: _____

(ii) Number of days delay as a result of the above problem(s) (if any): _____ days

Rate the Contractor's management based on Mobilization

Excellent	Good	Satisfactory	Unsatisfactory	Remarks

6. Availability of Construction Equipment:

- (i) Were there delays due to lack of equipment at site as required? Yes No
- (ii) If Yes, how did the delays affect the execution/quality of works:
- a) # of times that the approved WP was revised due to lack of equipment at site:- _____ times
- b) No of days delay as the result of lack of equipment at site: _____ days
- (iii) What was the degree of PA's supervision required to obtain the necessary equipment?
- Minimal, contractor acted on his own
- Supervision required, but not frequently
- Constant supervision was required.
- (iv) Was the equipment used consistent with the construction method:
- Consistent
- Fairly consistent
- Inconsistent

Rate the Contractor's performance based on Availability of equipments

Excellent	Good	Satisfactory	Unsatisfactory	Remarks

7. Manpower:

- a. Name of the Site Engineer _____
- b. Qualification: _____ Experience _____ years
- c. Was manpower made available at site as per tender document? Yes No.
- d. Give reason if not _____
- (i) Please assess the contractor's site management organization as against the requirement in tender document?
- Excellent
- Good
- Fair
- (ii) Please assess the contractor's Engineer/Supervisor competency?
- Excellent
- Good
- Fair
- (iii) Please assess the contractor's Technical Personnel and Skilled Labourers?
- Excellent
- Good
- Fair

Rate the Contractor's performance based on Availability of labour and their skill

Excellent	Good	Satisfactory	Unsatisfactory	Remarks

8. Subcontracting:

- (i) Did the contractor employ subcontractors? Yes No
- a) Was the use of contractors approved by the PA? Yes No
- b) If No, what was the action taken:
- Warning given and approval granted
 - Contractor told to remove subcontractors from site
 - Work was suspended until subcontractors were removed from site
 - Action other than above occurred
- (ii) If subcontracted, give the total value of work sub-contracted (Nu.): _____
- (iii) Percentage of total value of work subcontracted? _____

For Work Category: [W2] [W3] [W4] (Please tick)

9. Quality of the Materials Used:

Compliance with the Technical Specifications:

	Excellent	Good	Satisfactory	Unsatisfactory
(i) Major/ Important Materials				
(ii) Minor/ Other Materials				

10. Quality of the Workmanship:

A	Better than specified	Good	Satisfactory	Unsatisfactory
(i) Earth fills under structures.				
(a) Soil used is suitable for earth fill as per specifications				
(b) Met Density as specified.				
Majors work item	Excellent	Good	Satisfactory	Unsatisfactory
(ii) Brickwork/Stonework/Hollow Concrete Block ▪ Quality of works and mortars as per drawings and specifications.				
(iii) Ordinary Concrete/ Reinforced Concrete Work ▪ Quality of works as per drawings & specifications				
(iv) Wood Work ▪ Quality of works as per drawings and specifications.				
(v) Structural Steel/ Steel Work ▪ Quality of works as per drawings and specifications				
(vi) Flooring/Roofing ▪ Quality of works as per drawings and specifications.				
(vii) Water and Sanitary Works ▪ Quality of works as per drawings and specifications.				
(viii) Electrical Work ▪ Quality of works as per drawings and specifications.				
(ix) Finishing/Painting ▪ Quality of works as per drawings and specifications ¹				
B. Others not listed in above (minor work item)				

Prepared by:

Checked by:

Name and Signature (Site Engineer)
Position
Procuring Agency

Name and Signature (Supervising Engineer)
Position
Procuring Agency

For Work Category: [W1] (Please tick)

11. Quality of the Materials Used:

Compliance with the Technical Specifications:

	Excellent	Good	Satisfactory	Unsatisfactory
(i) Major/ Important Materials				
(ii) Other Materials				

12. Quality of the Workmanship:

	Better than specified	Good	Satisfactory	Unsatisfactory
A. (i) Earth fills under structures.				
(a) Soil used is suitable for earth fill as per specifications.				
(b) Met Density as specified.				
Majors work item	Excellent	Good	Satisfactory	Unsatisfactory
Preparation of sub grade				
▪ Rolling and leveling as per drawings and specifications.				
Laying of base course				
▪ Quality of works as per drawings and specifications.				
Laying of wearing course				
▪ Quality of works as per drawings and specifications.				
Scarifying, metallad (Water bound)				
▪ Quality of works as per drawings and specifications.				
Premix carpet				
• Quality of works as per drawings and specifications.				
Stone Masonry works				
▪ Quality of works as per drawings and specifications.				
Road side drain				
• Quality of works as per drawings and Specifications.				
Camber				
• as per drawings and specifications.				
Road gradient				
• as per drawings and specifications.				
B. Others not listed in above (minor work item)				

Prepared by:

Checked by:

Name and Signature (Site Engineer)
Position
Procuring Agency

Name and Signature (Supervising Engineer)
Position
Procuring Agency