

## **19. FORM OF CONTRACT CLOSING CERTIFICATES**

Form-19.1

**PROFORMA OF CERTIFICATE OF FINAL AMENDMENT TO THE CONTRACT**

**(To BE ISSUED BY CORPORATE CONTRACT SERVICES)**

**CERTIFICATE NO. CCP - 01**

**NAME OF PACKAGE:**

**LETTER OF AWARD/ NOA/  
CONTRACT NO. :**

**NAME OF CONTRACTOR**

**DATED:**

This is to certify that amendments have been issued to the aforesaid contract as per the details mentioned below:

	<b>Amendment No.</b>	<b>Date</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

This is to certify further that Amendment No.----- dated ..... is the last amendment issued.

Signature ... ..

Date .....  
Place.....

Name... ..  
Designation ... ..

**PROFORMA FOR DRAWING RECEIPT CERTIFICATE**

**(TO BE ISSUED BY ENGINEERING)**

**CERTIFICATE NO.CCP- 02**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR**

**DATED:**

**Project:**

This is to certify that we have received all the drawings which were to be submitted by the Contractor in requisite number along with the reproducibles as detailed in Annexure enclosed herewith, as per provisions stipulated in the above mentioned LOA/Contract.

Signature .....

Date .....

Place.....

Name.....

Designation .....

**PROFORMA FOR QA DOCUMENTS RECEIPT CERTIFICATE**

**(TO BE ISSUED BY CQA&I)**

**CERTIFICATE NO. CCP-03**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**Project:**

This is to certify that the QA documents as per the list enclosed, in respect of the above mentioned LOA/ Contract has been received in line with the provisions of the Contract.

Signature .....

Date .....  
Place.....

Name.....  
Designation ... ..

**PROFORMA FOR O&M MANUAL RECEIPT CERTIFICATE**

**(TO BE ISSUED BY ENGINEERING)**

**CERTIFICATE NO. CCP - 04**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**Project :**

This is to certify that we have received from the contractor all the necessary O&M Manuals in requisite number including the list of spare parts along with the names of vendors in respect of the above LOA/contract. The consolidated list of such manuals received is enclosed along with the distribution as marked on the list.

Signature .....

Date .....

Place.....

Name... ..

Designation .....

**PROFORM FOR SCOPE COMPLETION CERTIFICATE**

**(TO BE ISSUED BY SITE ERECTION)**

**CERTIFICATE NO. CCP- 05**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/CONTRACT NO.:**

**NAME OF CONTRACTOR:**

**DATED:**

**Project :**

1. This is to certify that the scope of the above Contract has been completed in line with the contract read in conjunction with the following documents:
  1. Final Amendment No. \_\_\_\_\_ (As per CCP -01)
  2. Approved drawings including site run pipingschemes, if any.
  3. Approved Bill of Materials
  4. Material Dispatch Clearance Certificate (s)
  5. Measurement Book
  6. As Built Drawings
  7. Any other documents (specify)
2. It is further certified that the following have been supplied, as per the details given in the Contract Documents and the same have been taken over by NTPC.
  1. Mandatory Spares
  2. Recommended Spares
  3. Special Tools & Tackles

Signature .....

Date .....

Place.....

Name... ..

Designation ... ..

**PROFORMA FOR LIQUIDATED DAMAGES FOR DELAY CERTIFICATE**

**(TO BE ISSUED BY SITE ERECTION/ REGIONAL OFFICE/ CORPORATE  
CONTRACT SERVICES)**

**CERTIFICATE NO. CCP- 06**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**Project:**

This is to certify that the issue regarding liquidated damages for delay as per the provisions of clause \_\_\_\_\_ of the above contract/ LOA has been resolved with the approval of the Competent authority vide reference \_\_\_\_\_ (copy enclosed).

Signature .....

Date .....

Place.....

Name... ..

Designation ... ..

Note: In respect of cases where LD for delay is settled by Corporate Contract Services (CS), this certificate will be issued by CS and where LD for delay is settled by the Site / Region, the same will be issued by the concerned Site/Regional Offices.

**PROFORMA OF SHORTFALL IN EQUIPMENT PERFORMANCE CERTIFICATE**

**(TO BE ISSUED BY OS/SITE, AS APPLICABLE, FOR SITE PERFORMANCE TEST  
AND BY CQA&I FOR SHOP TEST)**

**CERTIFICATE NO. CCP - 07**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that the following shortfall in equipment performance as compared to the guaranteed parameters have been assessed and agreed to with the contractor in respect of the above mentioned LOA/ Contract.

S.No	Guaranteed Parameter	Guaranteed value	Assessed Value	Shortfall, if any.	liquidated damages Annual
1	2	3	4	5	6

Further, it is also confirmed that liquidated damages for shortfall in equipment performance in respect of above Items, have been recovered fully from the contractor and no other dues are outstanding for shortfall in equipment performance.

Signature .....

Date .....

Place.....

Name... ..

Designation ... ..

***To be counter signed by Site Accounts.***

Signature .....

Date .....

Place.....

Name... ..

Designation ... ..



**Form-19.8**

**PROFORMA OF "MATERIAL RECONCILIATION" CERTIFICATE**

**(TO BE ISSUED BY SITE ERECTION AND COUNTERSIGNED BY SITE MATERIALS MANAGEMENT)**

**CERTIFICATE NO. CCP - 08**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO.:**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that the materials issued to the contractor in respect of the above mentioned LOA/Contract have been reconciled with the stipulations under the contract documents and no other recovery of material is pending with the contractor.

Signature ... ..

Date .....

Place.....

Name... ..

Designation ... ..

**To be counter signed by materials management**

Signature ... ..

Date .....

Place.....

Name... ..

Designation... ..

**PROFORMA OF "PAYMENT RECONCILIATION" CERTIFICATE**  
**(TO BE ISSUED BY SITE ACCOUNTS IN CASE OF INDIAN CONTRACTORS)**

**CERTIFICATE NO. CCP - 09**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that all the payments released to the contractor in respect of the above mentioned LOA/Contract have been reconciled with the provisions of the contract documents and statement of Accounts and or other Certificates of Contractor. It is observed that there are no recoveries pending under any of the items listed overleaf.

Signature .....

Date .....

Place.....

Name.....

Designation.....

**Enclosure to CCP-09**

The list of recoveries and claims as advised by site Erection Department should include all recoveries and claims on any account whatsoever, including the following:

1. Liquidated damages for delay.
2. Liquidated damages for shortfall in Performance as observed during shop-testing (by inspection deptt.)
3. Liquidated damages for shortfall in performance as observed during performance guarantee tests conducted at site and other site tests.
4. All recoveries /claims on account of variations/deviations to scope of contract permitted or otherwise taken place during execution of the contract as listed in certificate No. CCP.05 for contract closing (Certificate by site Erection for contract closing).
5. Recoveries on account of reconciliation of payments made under the contract.
6. All the claims against the contractor regarding clearance of materials from site and vacation of the premises allotted for site office, stores.
7. All claims in respect of Training/Transportation/Accommodation/Services provided by site in respect of above LOA/Contract.
8. Recoveries on account of settlement of insurance claims
9. Recoveries on account of reconciliation of materials issued to the Contractor.
10. All recoveries on account of demurrage, transportation, insurance premiums etc. and other recoveries as informed by T&CC group on account of port clearance, transportation etc.
11. All recoveries on account of wastage and scrap.
12. All recoveries/claims (if any) on account of maintenance of equipments.
13. All recoveries/claims (if any) on account of price variation.
14. All recoveries/claims (if any) on account of statutory dues paid on behalf of the Contractor by NTPC.
15. Royalty charges.
16. All recoveries/ claims (if any) on account of hiring out of NTPC's plant and equipment.
17. All recoveries/claims (if any) on account of water and electricity charges (if applicable).
18. Any other recoveries/claims against specific instructions.

**PROFORMA OF CERTIFICATE REGARDING LABOUR PAYMENTS AND  
STATUTORY REQUIREMENTS TO BE FURNISHED BY CONTRACTOR.**

**(TO BE ISSUED BY THE CONTRACTOR)**

**CERTIFICATE NO. CCP - 10**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO. :**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that we have made all labour payments including PF Liabilities in respect of the above mentioned LOA/ Contract and no other payments in this regard is pending from us.

Further we confirm that all Statutory requirements have been complied with by us and in case any default is reported against us, we shall be solely responsible for the same.

Signature .....

Date .....  
Place.....

Name.....  
Designation .....

**PROFORMA OF "NO DEMAND CERTIFICATE" BY CONTRACTOR (TO BE  
ISSUED BY THE CONTRACTOR)**

**CERTIFICATE NO. CCP-11**

**NAME OF PACKAGE:**

**LETTER OF AWARD/ NOA/  
CONTRACT NO.:**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

We, M/s..... (Contractor) do hereby acknowledge and confirm that we have received the full and final payment due and payable to us from NTPC Ltd. in respect of our aforesaid LOA/Contract No..... dated.....including amendments if any, issued by NTPC Ltd., to our entire satisfaction and we further confirm that we have no claim whatsoever pending with NTPC Ltd. under the said Contract.

Notwithstanding any protest recorded by us in any correspondence document, measurement books, and/or final bills etc., we waive all our rights to lodge any claim or protest in future under this contract.

We are issuing this "NO DEMAND CERTIFICATE" in favour of NTPC Ltd. with full knowledge and with our free consent without any undue influence, misrepresentation, coercion etc.

Signature .....

Date .....

Name.....

Place.....

Designation .....

(Company Common Seal)

***(This certificate shall be accompanied by the Power of attorney of the signatory)***

**PROFORMA OF CERTIFICATE FOR COMPLETION OF WARRANTY PERIOD (TO  
BE ISSUED BY SITE ERECTION)**

**CERTIFICATE NO. CCP-12**

**NAME OF PACKAGE:**

**LETTER OF AWARD/  
NOA/ CONTRACT NO.:**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that the warranty period for the above mentioned LOA/Contract has been completed in line with the provisions of the contract.

Signature .....

Date .....  
Place.....

Name... ..  
Designation ... ..

**PROFORMA OF "CERTIFICATE FOR RETURN OF BGs/ INDEMNITY BONDS ETC."**

**(TO BE ISSUED BY SITE ACCOUNTS)**

**CERTIFICATE NO. CCP-13**

**NAME OF PACKAGE:**

**LETTER OF AWARD/NOA/  
CONTRACT NO.:**

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that all the \*Bank Guarantee/ Indemnity bonds/ Insurance policies/ Collaborator's or Associate's Guarantee received for the above mentioned LOA/ Contract have been returned in original to the contractor.

Signature ... ..

Date .....  
Place.....

Name... ..  
Designation ... ..

***\*Delete whichever is not applicable.***