

**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 .....

Name.....

Place.....

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 .....

Name.....

Place.....

Designation .....

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

Signature .....

Date .....

Name.....

Place.....

Designation .....

**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 .....

Name.....

Place.....

Designation .....

**To be counter signed by materials management**

Signature .....

Date .....

Name.....

Place.....

Designation.....

**PROPORMA 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 RECONCILIATION CERTIFICATE FOR**  
**PAYMENTS BY SITE**

(TO BE ISSUED BY SITE ACCOUNTS/REGIONAL OFFICE ACCOUNTS IN CASE  
OF FOREIGN CONTRACTORS)

**CERTIFICATE CCP- 09A**

**NAME OF PACKAGE:**

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

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT /REGIONAL OFFICE:**

This is to certify that,

- 1) All the payments against the above mentioned LOA/ Contract have been reconciled with the provisions of the Contract Documents and Statement of Accounts and/ or other certificates of the Contractor.
- 2) No recoveries are pending from the Contractor under any of the items advised by Site Erection Department as listed overleaf.

Signature .....

Date .....

Place.....

Name.....

Designation .....

**Enclosure to CCP - 09A**

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. All the claims against the Contractor regarding clearance of material from site and vacation of premises allotted for site office, stores.
2. All claims in respect of Training/ Transportation/ Accommodation/ Services provided by Site in respect of the above mentioned LOA/ Contract.
3. Recoveries on account of settlement of insurance claims.
4. Recoveries on account of reconciliation of materials issued to the Contractor.
5. All recoveries on account of wastage and scrap.
6. All recoveries/ claims (if any) on account of statutory dues paid on behalf of the Contractor by NTPC.
7. All recoveries / Claims (if any) on account of hiring out of NTPC's plant and equipment.
8. All recoveries / claims (if any) on account of water and electricity charges (if applicable)
9. Any other recoveries/ claims against specific instructions.

**PROFORMA OF RECONCILIATION CERTIFICATE**  
**FOR PAYMENTS BY CORPORATE FINANCE**

**[TO BE ISSUED BY CORPORATE FINANCE (I.F. DEPTT.)  
FOR LOA/CONTRACT ON FOREIGN CONTRACTOR]**

**CERTIFICATE CCP- 09B**

**NAME OF PACKAGE:**

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

**NAME OF CONTRACTOR:**

**DATED:**

**PROJECT:**

This is to certify that,

- 1) All the payments against the above mentioned LOA/ Contract released to the Contractor from Corporate Finance (I.F. Deptt.) have been reconciled with the provisions of the Contract Documents and Statement of Accounts and/or other certificates of the Contractor.
- 2) No recoveries are pending from the Contractor under any of the items advised by Site Erection Department as listed overleaf.

Signature .....

Date .....

Name.....

Place.....

Designation .....



**Enclosure to CCP- 09B**

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 variation / 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. Reconciliation on account of settlement of insurance claims.
7. All recoveries / claims (if any) on account of price variation.
8. Royalty charges
9. Any other recoveries/ claims against specific instructions.

**PROFORMA OF "CUSTOMS RECONCILIATION" CERTIFICATE**  
**[TO BE ISSUED BY ACCOUNTS DEPTT. OF T&CC OFFICE FOR LOA/CONTRACT**  
**ON FOREIGN CONTRACTOR]**

**CERTIFICATE NO-CCP09C**

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

**NAME OF CONTRACTOR:** DATED:

**PROJECT/ REGION:**

This is to certify that:

- 1) All the payments released by this .....\*\*..... T&CC Office in respect of the above mentioned LOA/ Contract have been debited to the Project/ Region as per details (\*\*\*) enclosed for reconciliation/ settlement/ recovery by them.
- 2) All the payments released towards the payment of Customs Duty have been completely reconciled with the Customs Authorities by the Contractor. No amount is due to the Customs Authorities and no recoveries are pending from the Contractor under any of the items noticed.

***(This is applicable for vendor clearance)***

- 3) All documents required from the Contractor for reconciliation of the Customs Duty Payment with the Customs Authorities have since been received and those are in order. No recoveries are pending from the Contractor under any of the items noticed.

***(This is applicable where the clearance is done by NTPC)***

Signature .....

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

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

\*\* Name of T&CC Office from where payments have been released

\*\*\* The details will include amount, date when paid, reasons for payment and when debit was given to the concerned Project/Region together with reference thereof, if any.

**Note : Strike out whichever is not applicable and initial.**

**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 .....

Name.....

Place.....

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 .....  
Place.....

Name... ..  
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 .....

Name... ..

Place.....

Designation ... ..

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