

157A

Date : 06.12.2019

## **BOO Report on Assessment of Vendor Rating**

1. **Preamble:** GRSE is continuously striving to engage competent vendors to enhance our quality and timeliness. GRSE has an established system of periodic assessment of vendors registered with them. The system is guided by the GRSE Policy on Vendor Development (Version VII) of September 2019. Accordingly, performance of 95 nos. of existing vendors, who are engaged in different service related activities has been evaluated. This evaluation will be carried out periodically and reviewed.

2. **Constitution of Committee:** To ensure transparency, the periodic vendor evaluations of permanent vendor are required to be published online on the GRSE website. The same is to be undertaken by a Board of Officers (BOO), nominated vide D(S) Ty Order No. D(S)/10 Dt. 04-Mar-19. The following officers are to constitute the Board of Officers (BOO) :

- i) Cdr Bhaskar Sengupta, IN(Retd.), GM(QA, IEP & VD), President
- ii) Mr Ritwik Mandal, SM(SCC)
- iii) Mr Ravi Kishan, DM(YM)
- iv) Mr A Mahato, MGR(NCM)
- v) Mr GM Ray, SM(PP&C)
- vi) Mr Debashis Bhattacharjee, DM(VD), Secretary

### **3. Terms of Reference:**

- a. Establish the currency of registration of vendors
- b. Collation of performance evaluations by various units
- c. Evaluation of vendors in accordance with Vendor Evaluation form at Enclosure
- d. Intimation to the poor / below average performing vendors regarding their performance.
- e. Promulgate recommendations of the Board on file for approval

On completion of above process, the final ratings will be uploaded on GRSE website by CCP department.

### **4. Findings of the Committee:**

BOO has scrutinized and vetted the outcome attached in Annexure-1 of the above mentioned evaluated performance of 95 nos. of GRSE existing vendors vide meeting dtd. 06-Dec-19. The detailed report is placed at Annexure-2.

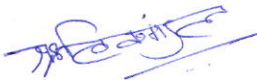
There were specific complaints on M/s Heinen Hopman. Accordingly, the performance of the firm was examined. It emerged that while the firm has exhibited sound QA practices, their ability to handle multiple projects simultaneously is limited. Accordingly, Board has recommended a lower financial limit and ability to execute work in only 02 geographical locations simultaneously.

Also the board has moderated the financial limits of 19 firms. The board has also set restrictions on the number of locations that a firm can operate simultaneously in respect of 29 firms.

**5. BOO has also recommended the followings :**

- a. Appreciation letter to be issued to the vendors who have rated "Good". A sample letter is enclosed (Annexure 3).
- b. Letter to be issued to the vendors who have rated "Below Average" stating further improvement of their performance.
- c. Warning Letter to be issued stating that their performance will be re-evaluated to the following:
  - i) Vendors who have rated "Poor"
  - ii) Vendors rated "Below Average" for consecutive 02 years.

Should their performance continue to be "Poor" tender holiday will be issued.



Mr. Ritwik Mandal  
SM(SCC)



Mr. Ravi Kishan  
DM(YM)




Mr. A. Mahato  
MGR(NCM)



Mr. G. M. Ray,  
SM(PP&C)



Mr. Debashis Bhattacharjee  
DM(VD)



Cdr. Bhaskar Sengupta, IN(Retd.),  
GM(QA, VD & IEP)

**Encl.:**

- Summary of Vendor rating – Annexure 1
- Consolidated Vendor Rating 2019 – Annexure 2
- Sample letter of appreciation – Annexure 3