



Smart Governance, Simplified



ERP Suite for Urban Governance

# Contractor Management

Contractor Management of public works  
on a collaborative web platform

CONTRACT TRACKING

WORK MONITORING

PAYMENT CERTIFICATION

REAL-TIME MIS REPORTS

STREAMLINED PROCESS

ANYTIME, ANYWHERE



Established in 1999 | CMMi Level 5  
ISO 20000-1:2018 | ISO 27001:2015  
ISO 9001:2015 | ISO 14001:2015

# Realizing win-win equations with contractors

## Contract lifecycle management, aligned to global best practices



“Monitoring various works executed by multiple contractors, and certification of completion is now much easier”

Every day, public organizations face multiple operational and administrative challenges that consume a lot of management bandwidth and often cost a lot to the organization in terms of time and money.

Most of these could be addressed by smart, relevant usage of information and communication technology through eCIVIC, an enterprise software suite designed and developed specifically for public and urban governance.

The screenshots show the eCIVIC software interface for ABC Corporation. The top screenshot is 'Contractor Bill Certification' with fields for Company, Work Order Code, Billing Type, and Certification Code. The middle screenshot is 'RFB' (Request for Bid) with fields for Company, Project, Sub Project, Representative Name, Work Order Code, Work Order Date, Designated Contractor, Valid Till, and Work Category. The bottom screenshot is 'Direct SWO' (Direct Scope of Work) with a table of work items and summary values.

Activity Group	Activity	Activity Additional Description	Unit	Planned Quantity	Quantity	Rate	Discount	Amount	Start Date	End Date
WRK grp	Work Package 9		Square meter	12,132.00	12,132.00	₹ 122.00	₹ 0.00	₹ 1,480,104.00	21/07/2015	31/07/2015

Gross WO Value	Taxes	Retention Amount	Net WO Value
₹ 1,480,104.00	₹ 29,602.00	₹ 0.00	₹ 1,509,706.00

Maintain multiple rate contracts

Can decide between bid or direct contracts

Auto calculation of Payment Certificate

Enhanced decision making through MIS.

## Removing the complexities of contracts

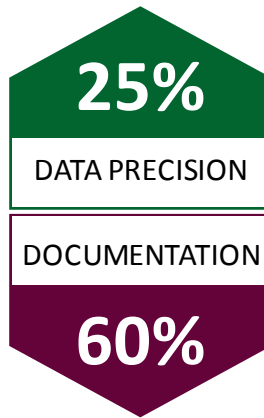
Contractor Management is now an advanced discipline which is adopted by govt. department through electronic procurement portals. At the same time, flexibility of operations demand other methods like direct and sample procurement.

With eCIVIC, these challenges and many more are no longer difficult to manage. The system is specifically designed for contractor management in Indian context, with local processes are adopted, along with global best practices to create a system that is robust, easy to use, and trustworthy.

## Track multiple contracts and sub tasks

Being a public works organization means that you have several contractors with one or more contract works being executed at a given time. Monitoring each of these works, and the individual sub tasks is no longer a headache, using the Contractor Management module of eCIVIC.

Progress of individual contracts can be tracked in single or across multiple projects. Quality and efficiency of works executed by the contractors can be rated for future reference and evaluation. The system supports additions and short closure of contracts as needed.



## Multiple modes of selecting contractor

Work Orders can be issued to contractors after selection through bidding process or direct WO to empaneled contractors based on previously decided rate contracts.

The contractor tender bid process can start with RFQ, Quotation, Quotation Analysis, Evaluation based on PQ-TQ, and finally Work Order to selected contractor.

There are provisions to manage Revisions of RFQ, for change in Quantities. eCIVIC supports various types of contracts, including fixed rate, PRW, with or excluding material, etc.

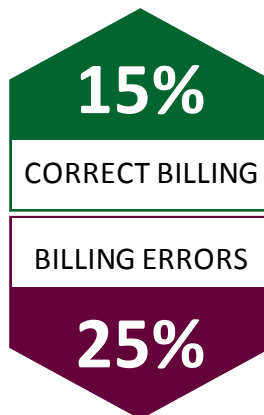


## Calculate advances and payments

Advances to contractors can be done at various stages starting with mobilization advance. The advance amounts and its automatic recovery can be controlled using policy configuration.

Based on measurements recorded in M-Book, work progress and the related payments can be certified and passed on to Finance dept.

eCIVIC automatically calculates and manages the Retention Money and Advances adjustments. Contractor Bills can be created against Work Stages or MileStones.



## KEY FEATURES

### CONTRACTOR MANAGEMENT

- Advances Ad hoc
- Advances Mobilization
- Availability Assessment Contractor
- Availability Assessment PRW
- Bid Analysis Against Bid
- Bid Analysis Item Wise
- Contractor Bill PRW
- Contractor Bill
- Contractor Creation
- Contractor Delisting
- Contractor Performance Assessment
- Debit Credit Note
- Designated Contractor
- Direct Work Order Contractor
- Direct Work Order PRW
- Indent Consolidate
- Milestone Completion
- Payment Certification Contractor
- Payment Certification PRW
- Receipt of Bid
- Request for Bid
- Retention Release Request
- Service Indent
- Service Request Contractor
- Service Request PRW
- Work Measurement PRW
- Work Order Addendum Contractor
- Work Order Addendum PRW
- Work Order Amendment PRW
- Work Order Amendment SWO
- Work Order Closure
- Work Order

### PROJECT PLANNING

- Cost Estimation
- Project Schedule

### PROJECT MONITORING & CONTROL

- Daily Project Progress
- Release Activity For Execution
- Punch List
- Work Measurement

## SRIT DATA SHEET

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