***Annexure XIII***

SUPPLIER NAME & ADDRESS: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTHLY PROGRESS REPORT**

EQUIPMENT NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PURCHASE ORDER NO.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQPT PHOTOGRAPH**

PREPARED BY CHKD BY

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1. Milestones ……………………………………………………………………………………………….
2. Area of concerns………………………………………………………………………………………
3. Points carried forward from past reports…………………………………………………
4. Remedial actions………………………………………………………………………………………
5. Delivery status………………………………………………………………………………………….
6. Record of Progress Reports sent……………………………………………………………..
7. List of recipients……………………………………………………………………………………….
8. Purpose
9. Contractual Details……………………………………………………………………………
10. Scope…………………………………………………………………………………………………
11. Binding documents……………………………………………………………………………
12. Schedules for delivery ……………………………………………………………………………..
13. Queries/ Hold Ups…………………………………………………………………………………….
14. Inputs required from the customers…………………………………………………………
15. Status Photographs…………………………………………………………………………………..
16. Component Level Progress Report………………………………………………………….
17. Equipment Milestone dates……………………………………………………………………………
18. **MILESTONES**

Date of dispatch / delivery date for 1st yard: \_\_\_\_\_\_\_\_

Date of dispatch / delivery date for 2nd yard: \_\_\_\_\_\_\_\_

1. **AREAS OF CONCERN**
2. **POINTS CARRIED FORWARD FROM PAST REPORTS**
3. **REMEDIAL ACTION**
4. By Customer:
5. By Firm/ Supplier:
6. **DELIVERY STATUS** *(Bar chart to be provided indicating major milestones. Status as per Bar chart to be indicated)*
7. **RECORD OF PROGRESS REPORTS SENT**

|  |  |  |
| --- | --- | --- |
| Issue No. | Status as on | Remarks |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. **LIST OF RECIPIENTS**
2. Customer – GSL
3. Supplier
4. **PURPOSE**
5. CONTRATUAL DETAILS:
6. PO NO. \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ Qty \_\_\_\_\_\_\_\_\_ For Yard No \_\_\_\_\_\_\_\_\_
7. PO NO. \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ Qty \_\_\_\_\_\_\_\_\_ For Yard No \_\_\_\_\_\_\_\_\_
8. SCOPE: Supply of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. BINDING DOCUMENTS TO BE SUBMITTED AS PER CONTRACT : *(drawings & data sheets)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | PO No. | Yard | Contractual Delivery Date | Planned Estimated Deliveries |
| 1 |  | Yd \_\_\_\_­\_\_\_\_ |  |  |
| 2 |  | Yd \_\_\_\_\_\_\_\_ |  |  |

1. **SCHEDULES FOR DELIVERY**
2. **QUERIES/ HOLD UPS**
3. From Customer:
4. From Supplier:
5. **INPUTS REQUIRED FROM THE CUSTOMERS FOR FURTHER ACTION**

Inputs required within a month

1. By Customer
2. By Supplier
3. **STATUS / PHOTOGRAPHS:**
4. **COMPONENT LEVEL PROGRESS REPORT ( MICRO LEVEL)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Category** | **M- Mech /E-Elect** | **Item (Component Description)** | **Enquiry** | **PO** | **Prod** | **Recd** | **Planned/ Receipt Date** |
| 1 | import |  |  |  |  |  |  |  |
| 2 | import |  |  |  |  |  |  |  |
| 3 | import |  |  |  |  |  |  |  |
| 4 | import |  |  |  |  |  |  |  |
| 5 | import |  |  |  |  |  |  |  |
| 6 | import |  |  |  |  |  |  |  |
| 7 | import |  |  |  |  |  |  |  |
| 8 | indigenous |  |  |  |  |  |  |  |
| 9 | indigenous |  |  |  |  |  |  |  |
| 10 | indigenous |  |  |  |  |  |  |  |
| 11 | indigenous |  |  |  |  |  |  |  |
| 12 | indigenous |  |  |  |  |  |  |  |
| 13 | indigenous |  |  |  |  |  |  |  |
| 14 | indigenous |  |  |  |  |  |  |  |
| 15 | indigenous |  |  |  |  |  |  |  |

1. **PROJECT MILESTONE DATES ( BAR CHART)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EQPT NAME** | | | | | | | | |
| **Sr. No.** | **Major Activities** | **Completion Date** | **2022** | | | | **2023** | |
|  |  |  |  |  |  |
| 1 | Receipt of order |  |  |  |  |  |  |  |
| 2 | Submission of drwgs. |  |  |  |  |  |  |  |
| 3 | Submission of QAP |  |  |  |  |  |  |  |
| 4 | Approval of Drawings |  |  |  |  |  |  |  |
| 5 | Approval of QAP |  |  |  |  |  |  |  |
| 6 | Procurement |  |  |  |  |  |  |  |
| 7 | 1st Ship set |  |  |  |  |  |  |  |
| Manufacturing of parts |  |  |  |  |  |  |  |
| Assembly Integration & FAT |  |  |  |  |  |  |  |
| Receipt at GSL |  |  |  |  |  |  |  |
| 8 | 2nd Ship set |  |  |  |  |  |  |  |
| Manufacturing of parts |  |  |  |  |  |  |  |
| Assembly Integration & FAT |  |  |  |  |  |  |  |
| Receipt at GSL |  |  |  |  |  |  |  |

*Note: The major activities listed above are only for guidance/ reference. However supplier has to list all the activities pertaining to the project / equipment.*