



STANDARD OPERATING PROCEDURE OF “SUBM QUALITY ASSURANCE PLAN”



Standard Operating Procedure of “Submission of Quality Assurance Plan”

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1) Contractor Login

A) The below screen will appear in the Contractor login where the contractor can request for **QAP Submission** by clicking on the “**New**” button as highlighted in red in the below screenshot.

The screenshot shows a web application interface for a contractor. At the top, there is a 'Home' link. Below it, a dark blue header bar contains a 'New +' button (highlighted with a red rectangle) and a 'FILTER' button. The main content area features a table with columns: Sr. No., Action, View, Status, UPC, Project Mode, Appointed Date, PIU, AE/IE, QAP Plan, Date of Submission by Contractor, Remarks by Contractor, AE/IE Letter, and Date of Action by AE/IE. The table is currently empty, displaying 'No data available in table'. Above the table, there is a search bar and a 'Show 10 entries' dropdown. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons.

B) By clicking on the “**New**” button, “**Submission of QAP by Contractor**” form will appear where the user needs to fill information as shown in the below.

The screenshot shows the 'Submission Of QAP By Contractor' form. It includes a 'Back to Grid' button at the top right. The form fields are as follows:

- Project Name:** 4/6L of Khed (42.00) to Sinnar (Km. 177.00) of Old NH - 50 (New NH - 60) in Maharashtra
- Mode:** BOT Toll
- Appointed Date:** 12/02/2014
- Scheduled / Likely Completion Date of Project:** 02/02/2022
- Total Project Length (Km):** 137.9400
- Physical Progress(%):** 81.3900
- Upload QAP:** Choose File (No file chosen)
- Reason for Delay:** (Empty text area)

At the bottom right, there are 'Cancel' and 'Submit' buttons.

C) After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

2) AE/IE-Login

A) Request submitted by contractor will be displayed in the **AE/IE Grid** as shown below image.

Home

FILTER

Reject for Resubmit
 Seek Clarification
 Approve

Show 10 entries

Search:

	Action	View	Status	UPC	Project Mode	Appointed Date	PIU	QAP Plan	Date of Submission by Contractor	Remarks by Contractor	AE/IE Letter	Date of Action by AE/IE
1			Submitted by CO	N/05015/02001/MH	BOT Toll	12/02/2014	Pune		23/06/2023	Reason for Delay		

Showing 1 to 1 of 1 entries

Previous 1 Next

Now, by clicking on the **“Action”** button AE/IE can take **three** actions as shown below screen.

- In case of any Query/Clarification required by AE/IE, AE/IE can opt for the **“Seek Clarification”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- AE/IE can also select the **“Reject for Resubmit”** option from the drop-down menu. The page will appear as per Annexure 1.
- AE/IE can select the **“Approve”** option from the drop-down menu.

3) Contractor Login(Resubmit)

A) The request **Reject** by AE/IE will now be displayed in the below Contractor grid.

Home

FILTER

PDF Excel

Show 10 entries

Search:

Sr. No.	Action	View	Status	UPC	Project Mode	Appointed Date	PIU	AE/IE	QAP Plan	Date of Submission by Contractor	Remarks by Contractor	AE/IE Letter	Date of Action by AE/IE
1			Reject By AE/IE	N/05015/02001/MH	BOT Toll	12/02/2014	Pune	SA Infrastructure Consultants Pvt. Ltd.		23/06/2023	Reason for Delay		23/06/2023

Showing 1 to 1 of 1 entries

Previous 1 Next

B) Now, by clicking on the **“Action”** button **Contractor** can **“Re-Submit”** the form as shown below screen.

Home

[Back to Grid](#)

Re-Submission Of QAP By Contractor

Project Name
4/6L of Khed (42.00) to Sinnar (Km. 177.00) of Old NH - 50 (New NH - 60) in Maharashtra

Mode BOT Toll	Appointed Date 12/02/2014	Scheduled / Likely Completion Date of Project 02/02/2022	Total Project Length (Km) 137.9400
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Physical Progress(%)
81.3900

Upload QAP
[Choose File](#) No file chosen

Reason for Delay

[Cancel](#) [Submit](#)

C) After filling in all the required fields, submit the form by clicking the **“Submit”** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

4) Approval by AE/IE

A) By clicking on the **“Approve”** option in **“Action”** Button the below screen will be appear.

Home

[Back to Grid](#)

Approve

Project Name
4/6 Laning of Rajpur-Simga (Pkg-II) from km. 0.00 to km. 48.58

Mode EPC	Appointed Date 21/04/2016	Scheduled / Likely Completion Date of Project 20/04/2018	Total Project Length (Km) 48.5800
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Physical Progress
98.9800

Upload SQAP
[Choose File](#) No file chosen

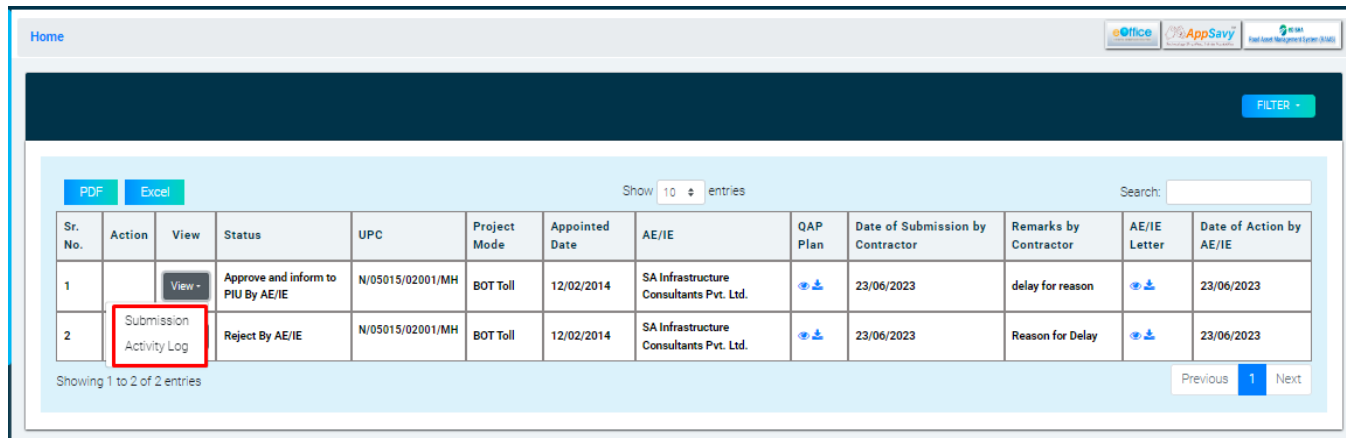
AE/IE letter
[Choose File](#) No file chosen

[Cancel](#) [Submit](#)

D) After filling in all the required fields, submit the form by clicking the **“Submit”** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

5) NH DIVISION/PIU/BRO Login

A) After Approval of AE/IE, NH DIVISION/PIU/BRO & Other NHAI officials can view the submitted form by clicking on “**Submission**” & “**Activity Log**” as shown below screen.



The screenshot displays a web application interface for NH DIVISION/PIU/BRO Login. At the top, there is a navigation bar with a 'Home' link and logos for Office, AppSavy, and NHAI. Below the navigation bar is a dark blue header with a 'FILTER' button. The main content area features a table with columns for Sr. No., Action, View, Status, UPC, Project Mode, Appointed Date, AE/IE, QAP Plan, Date of Submission by Contractor, Remarks by Contractor, AE/IE Letter, and Date of Action by AE/IE. The table contains two entries. The first entry (Sr. No. 1) has a 'View' button. The second entry (Sr. No. 2) has a 'Submission' button and an 'Activity Log' button, both of which are highlighted with a red box. Below the table, there is a 'Showing 1 to 2 of 2 entries' message and a 'Previous 1 Next' navigation bar.

Sr. No.	Action	View	Status	UPC	Project Mode	Appointed Date	AE/IE	QAP Plan	Date of Submission by Contractor	Remarks by Contractor	AE/IE Letter	Date of Action by AE/IE
1		View	Approve and inform to PIU By AE/IE	N/05015/02001/MH	BOT Toll	12/02/2014	SA Infrastructure Consultants Pvt. Ltd.		23/06/2023	delay for reason		23/06/2023
2		Submission Activity Log	Reject By AE/IE	N/05015/02001/MH	BOT Toll	12/02/2014	SA Infrastructure Consultants Pvt. Ltd.		23/06/2023	Reason for Delay		23/06/2023

6) Annexure -I

