



ANNEXURE 'H'

**CONFIDENTIAL REPORT ON CONTRACTORS**

(To be filled in by the officer not below the rank of Ex. Engineer or Competent Authority)

1. Name of Contractor / Firm and full Address
2. Class of Registration & Number  
Date of Registration Certificate
3. Date of Expiry of Registration
4. Particulars of work
  - i) Name of work
  - ii) Estimated Cost & tendered Amount.
  - iii) Date of starting and Completion.

(if Number of works are more, separate list should be enclosed)

5. Performance factor
  - a) Does he start work promptly after the issue of work order
  - b) Does he maintain the progress of work as per agreement / as per programme mutually agreed?
  - c) Does he pay proper attention to maintain the quality of work and material
  - d) Does he work in co-operation with departmental staff & does he carry out instructions of site officers promptly and properly?
  - e) Does he have the technical staff and equipment considered necessary?
  - f) Does he use materials issued in Schedule "A" properly?
  - g) Is he submitting annual returns regularly?

(Note : If answer to any of above from (a) to (g) is egative, supporting details should be given)

6.
  - a) Does he show any tendency to create extra items and claims which are unrealistic or unreasonable
  - b) Has he tendency to quote unbalanced or unworkable rates in the tender?  
(That is very high rates for some items and low rates for others )
  - c) Is there strong justification for believing that he or his employee or representative has been guilty of malpractices such as bribery, corruption, fraud, substitution / tempering of tender documents etc?

(Note : If answer to any of above from (I) to (ii) is affirmative supporting details should be given )

7. General Assesment of his capacity / General organisation of work and resources.

**Remarks by Superintending Engineer  
(For Appropriate Class)**

**Signature of Ex. Engineer  
Division-----**

8. Quality / performance of Contractor (Speed & progress )
9. Quality of workmanship
10. Tendencies of Contractors in adopting Fraudulent practices or cheating in their dealings with the Department

**Remarks by Chief Engineer  
(For Appropriate Class)**

**Signature of Superintending Engineer  
Circle -----**

11. a) Does he agree with above?  
b) Further remarks if any

**Signature of Chief Engineer  
(Region)**

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