



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

DOIP: 104

Estimate Approval form

(This form should be filled by IWD for registration of the projects in DOIP online project management system and is mandatory for all financial and technical approvals)

DOIP 101 Rec No	
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Leave this field blank for DOIP office to put the Request Number											
DOIP 101 Request No											

Name of the work											
Estimate prepared by:	<input type="checkbox"/> Institute <input type="checkbox"/> Architect <input type="checkbox"/> Consultant <input type="checkbox"/> Others (<i>Specify</i>):										
Name of the ZIC						Phone/ Mob No.					
Designation						Email:	@iitk.ac.in				
Name of the Executive Engineer						Phone /Mob No.					

Estimated Amount Requested				GST (%)			Total estimate Amount				
Budget Head	<input type="checkbox"/> Plan	<input type="checkbox"/> Non-Plan	<input type="checkbox"/> HEFA	<input type="checkbox"/> R&D	<input type="checkbox"/> Others (<i>Specify</i>)						
Work Type /Budget Sub Head	<input type="checkbox"/> Major Construction & Restructuring <input type="checkbox"/> BWC <input type="checkbox"/> Zonal <input type="checkbox"/> AMC <input type="checkbox"/> Labour <input type="checkbox"/> Material <input type="checkbox"/> Fixtures <input type="checkbox"/> Services					<input type="checkbox"/> Day to Day <input type="checkbox"/> M&R <input type="checkbox"/> AOC <input type="checkbox"/> Architect fees <input type="checkbox"/> Furniture <input type="checkbox"/> Consultant charges <input type="checkbox"/> Equipment <input type="checkbox"/> Others (<i>Please specify</i>):					
Applicable DSR	Date of applicable market survey			Est. duration of work		Plinth area (for new cons)					
Planned Mode of Execution of work	<input type="checkbox"/> EPC <input type="checkbox"/> Percentage Rate tender <input type="checkbox"/> Item Rate tender <input type="checkbox"/> Quotation				<input type="checkbox"/> Zonal Contract. Last 6 digits of RQ. ID _____ <input type="checkbox"/> Others (<i>Please specify</i>):						
<i>List items of works included in estimate with brief descriptions. (Attach separate note sheets, if required)</i>											

Checklist

Are these items and specifications as per Institute polices and guidelines for preparation of estimates	Yes	No
Are relevant floor plans/elevation/section/layouts for proposed work attached to the approval form as per institute polices and guidelines? (All necessary drawings are mandatory for approval)	Yes	No
Is a time schedule for the proposed work attached with the approval form? (A time schedule is mandatory for approval)	Yes	No
Have the soft copy of the Estimate and the Tender document for the work been sent to DOIP office for review?* (Excel file(s) of estimate and word file(s) of tender documents and AutoCad/PDF files of relevant drawings must be sent to etpc@iitk.ac.in approval for tenders to be uploaded)	Yes	No
Details of earlier renovation works at location (if any) in case of setting right works:		

(Signature of Preparer)

Date: ____/____/_____
(dd / mm / yyyy)

Review and Comments/Special instructions/Recommendations

 (Signature of Executive Engineer)

Date: ____/____/_____
 (dd / mm / yyyy)

Review and Comments/Special instructions/Recommendations

 (Signature of Head, IWD)

Date: ____/____/_____
 (dd / mm / yyyy)

For DOIP Office Use

Checklist: OK / Not OK

Estimates Received for					
Civil		Elect		AC	
Date received		Date received		Date received	
Expected Date		Expected Date		Expected Date	
Checked		Passed			
Assistant/ Superintendent		Note:			
		OIC			

Comments/Special instructions/Recommendations by ADPI, if any

 (Signature of ADPI)

Date: ____/____/_____
 (dd / mm / yyyy)

Comments/Special instructions/Recommendations by DOIP, if any

 (Signature of DOIP)

Date: ____/____/_____
 (dd / mm / yyyy)

Comments/Special instructions/Recommendations by DD, if any

 (Signature of DD)

Date: ____/____/_____
 (dd / mm / yyyy)

Comments/Special instructions/Recommendations by Director, if any

 (Signature of Director)

____/____/____

Recorded	Sent for clarifications	www-mm-dd	Clarifications Received	www-mm-dd	Revision Recorded	Sent for further processing	www-mm-dd
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