



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

DOIP: 103

**Site Visit Form**

*(This form should be filled by ZIC/DOIP office representative and attached with FORM: 104 for sanctioning of plans/ estimates/ QTO sheets for MWCC)*

|   |                   |                  |             |
|---|-------------------|------------------|-------------|
| <b>Basic information</b>                                |                   | DOIP 101 Rec. No |             |
| Type of work  |                   |                  |             |
| Name  | Phone/<br>Mob No. |                  |             |
| Dept./Section   | PF No:            | Email:           | @iitk.ac.in |
| Is the space/work indenter notified for the site visit? |                   | Yes              | No          |

|  |   |         |  |
|--|---|---------|--|
| <b>Site visit team members</b>   |   |         |  |
| Requisitioner or representative(s)   | DOIP Office Representative(s)   |         |  |
| ZIC, Civ   | ZIC, Elect  | ZIC, AC |  |
| Place/Location/Rooms visited   |   |         |  |
| Date of site visit   |   |         |  |
| Requested start date or Time period for work   | Working hour preference<br><input type="checkbox"/> FN <input type="checkbox"/> AN <input type="checkbox"/> No Preference |         | Funding source<br><input type="checkbox"/> Institute <input type="checkbox"/> Dept/Section <input type="checkbox"/> Project<br><input type="checkbox"/> Others |
| Urgency/Reason for prioritizing the work <i>(if any)</i>   |   |         |  |
| Is there any relevant drawing /layout available for the requested work?  |   | Yes     | No   |
| <b>Do the requested work items conform to the Institute policy?</b>  |   | Yes     | No   |
| If above answer is no, please explain if any additional /special provisions have been requested apart from institute policies<br><i>(Approval from concerned authority should be taken for additional/ special provisions)</i> |   |         |  |

|  |     |    |
|--|-----|----|
| <b>Mode of Execution of Work</b>   |     |    |
| Can the work be taken up through the AMC in the respective Zone as per the Scope of Services?          | Yes | No |
| Can the work be taken up through MWCC contract in your respective zone as per the Clauses of Contract? | Yes | No |
| If above answer is <b>Yes</b> , Have you attached a QTO sheet for approval?                            | Yes | No |

|   |   |  |   |
|---|---|--|---|
| <b>Primary details of work to be done</b> <i>(Based on observations/ discussions at site)</i>   |   |  |   |
| Select appropriate option and/or provide a short description of proposed construction/improvements                                      |   |  |   |
| <input type="checkbox"/> Flooring   | <input type="checkbox"/> False ceiling  | <input type="checkbox"/> Interior finishes | <input type="checkbox"/> Electrical                           |
| <input type="checkbox"/> Work platforms   | <input type="checkbox"/> Painting works | <input type="checkbox"/> Metal works       | <input type="checkbox"/> Air Conditioning                     |
| <input type="checkbox"/> Partitions   | <input type="checkbox"/> Woodwork       | <input type="checkbox"/> Road works        | <input type="checkbox"/> Others <i>(Please specify below)</i> |
| Provide a short description of existing conditions and details of required work <i>(Attach separate sheets and sketches if needed):</i> |   |  |   |

|                                    |                               |         |  |
|------------------------------------|-------------------------------|---------|--|
| <b>Signatures</b>                  |                               |         |  |
| Requisitioner or representative(s) | DOIP Office Representative(s) |         |  |
| ZIC, Civ                           | ZIC, Elect                    | ZIC, AC |  |

|                            |           |               |     |                          |           |
|----------------------------|-----------|---------------|-----|--------------------------|-----------|
| <b>For DOIP Office Use</b> |           |               |     |                          |           |
| Updated sketch available   | Yes/No/NA | Usable space  | sqm | Update in space database | Yes/No/NA |
| <b>Checked</b>             |           | <b>Passed</b> |     | <b>Approved</b>          |           |
| Assistant/ Superintendent  |           | OIC           |     | ADPI/DOIP                |           |

|          |                         |                         |                   |                               |
|----------|-------------------------|-------------------------|-------------------|-------------------------------|
| Recorded | Sent for clarifications | Clarifications Received | Revision Recorded | Sent for estimate preparation |
|----------|-------------------------|-------------------------|-------------------|-------------------------------|