



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Office of the Dean of Infrastructure & Planning

DOIP: 104Q

*Minor Work Comprehensive Contract Quantity Take off Sheet (MWCC QTO sheet)

(This form should be filled by ZIC/EIC and submitted along with DOIP 103 for approval for inclusion in appropriate MWCC)

Contract Agreement No:	
Name of the MWCC Contract	
Request Number*	
Name of the ZIC(s)	
Name of the EIC(s)	

QTO Summary (Based on 104Q Annexure and Table 6 of Contract)

Tentative Estimate Amount	Civil	Electrical	Air Conditioning	Composite
Time allowed for Execution as per Table 6 of Contract	Maximum lead time to start the work with an approved QTO		Maximum completion duration	

Prepared by

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(Signature of Preparer)

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

Reviewed by

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(Signature of Reviewing Engineer)

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

..... For DOIP Office use

Checked	Passed
Reviewing Engineer	Note: OIC

* A hard copy of the approved quantity take-off (QTO) sheet must be part of all bill submissions for clearance of bills of all MWCC contracts.

Recorded	Sent for clarifications	Clarifications Received	Revision Recorded	Sent for further processing
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Annexure

Sl. No	MWCC Item Code	Description	L	B	H	QTY	MWCC Rate	Amount
Tentative Estimated Amount								

(Signature of Preparer)

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

..... **For DOIP Office use**

(Signature of Reviewing Engineer)

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