



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

DOIP: 104 T

Memo Forwarding Tenders to Accepting Authority
For works costing up to Rs. 30 Crore

1. Work Details

Name of the Work	
Committed date of completion of work (Project) based on PE & A/A & E/S	
Request Number*	

2. Ref. to Administrative Approval and Expenditure Sanction

Authority			
No & date			
Amount			
Corresponding amount available for the work included in the present tender			
Total No of Packages			
Details of other packages			
Package	Contents of the package	Corresponding amount	Status including amount of works

3. Position of balance items of works/Projects (Not included in the tender) as per A/A & E/S in the following format.

Sl. No.	Description of sub-head/items	Amount as per A/A & E/S	Present Status

4. Ref. to Technical Sanction

Scope of Work	
Authority	
No & date	
Amount	

5. Scope of work for which tenders have been called for, clearly indicating the items omitted from the sanctioned estimate and how the omitted items shall be executed.

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6. Ref. to approval of NIT

Authority	
No & date	
Estimate Amount put to tender	

7. Ref. to Publicity

Date on which NIT was placed on website	
Name of the website (with date) in which the NIT was advertised/published and the details of NIT identification number. (Attach copies of webpages with date)	

8. Due date for receiving tenders

The date and time when tenders were due to be uploaded on website	
Postponed date and time if any	
Reasons for postponement	
Details of publicity regarding postponement of tenders:	

9. Date of sale of tenders

The date from which tenders were available for sale to contractors/website	
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10.A Particulars of contractors to whom tenders were sold. Quote authority for issue of tenders to contractors not eligible to tender in remarks column.

Name of the contractor	Class in which registered	Department in which enlisted	Date of issue of tenders	Remarks

10.B Prebid Conference

Date and time of prebid conference	
Name of the contractor present in the prebid conference	
Decision taken in the prebid conference	

11. Opening of Tenders costing up to Rs.30 Crores for normal works

Date and time at which tenders were due to be opened	
Date and time at which tenders were actually opened	
Name & Designation of officers who actually opened the tenders	
Names of contractors present at the time of opening of tenders:	
Name and designation of any other person present	
Have all the contractors, deposited earnest money in proper form. If not, please comment	

12. Comparative Position of Tenders

List of persons who tendered for the job, with their tendered amount

Estimated Cost on DSR _____ put to tender					
Sl. No:	Name of the Contractors	Tendered Amount With GST	Tendered amount (Percentage above or below)	Net tendered amount after negotiations, if any	Net tendered amount (Percentage above or below)

13. Justification of Tenders*

Estimated Cost on applicable DSR (EC) put to tender	
Percentage of items analysed = (EC Analysed /EC on applicable DSR) X 100	
Justified amount of analysed items (JC)	
Justified percentage = ((JC-EC)/EC) X 100	

14. Validity of Tender

Date on which validity/extended validity of tenders expire	
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15. Important Information

Availability of site	
Availability of stipulated materials	
Approval to layout plan	
Comments on capabilities of lowest tenderer including financial and technical resources	
List of works in hand with lowest tenderer indicating the name of works, tendered amount, date of start, stipulated period, progress made and remarks	

Is this the first call of tenders? If not, details of previous calls and outcomes	
Status of Architectural working drawings and programme of same	
Status of structural drawings and programme of same	
Status of services drawings and programme of same	
Time period for completion of work	
Details of available funds	Plan/Non Plan
	i. Till date commitment (Rs) =
	ii. Till date expenditure (Rs) =
	iii. Allotment of fund (Rs) =
Any other information*	
Plant/Equipment required for each activity as assessed by EIC and minimum requirement indicated in tender/or during negotiation	

** Keep a copy of updated market rates for the included items. Comprehensive market rates for all regular items involved for the Institute works must be updated biannually and a copy of the document with date must be submitted to DOIP office.

16 Details of milestones of activity (not included in tender for withholding payment but for execution of project).

Details of milestones.

Sl. No.	Description of milestones	Time allowed in days (from date of start)	Amount to be withheld in case of non-achievement of milestones

Remarks/Comments on the tender by ZIC

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Comments/Special instructions//Recommendations

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(Signature of Executive Engineer)

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

Comments/Special instructions//Recommendations

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(Signature of Head, IWD)

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

For DOIP Office Use

Checklist: OK / Not OK

		Tender 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	____-____-____	Clarifications Received	____-____-____	Revision Recorded	Sent for further processing	____-____-____
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Details of approval of BWC if applicable (to be filled in DOIP office)