



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

DOIP: 104

Estimate Approval form

(This form should be completed 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	
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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

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? (<i>All necessary drawings are mandatory for approval</i>)	Yes	No
Is a time schedule for the proposed work attached with the approval form? (<i>A time schedule is mandatory for approval</i>)	Yes	No
Have the soft copy of the Estimate and the Tender document for the work available? * (<i>Excel /ESTA file(s) of estimate and word file(s) of draft tender documents and AutoCad/PDF files of relevant drawings must be sent to etpc@iitk.ac.in approval for tenders to be uploaded</i>)	Yes	No
Details of earlier renovation works at location (if any) in case of setting right works:		

(Name of Preparer)

(Signature of Preparer)

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

Review and Comments/Special instructions/Recommendations

 (Name of Reviewing Engineer) (Signature of Reviewing Engineer) Date: ____/____/____
 (dd / mm / yyyy)

Review and Comments/Special instructions (Applicable for Total Estimated Amount > Rs. 5Cr)

 (Counter signed by Head, IWD) Date: ____/____/____
 (dd / mm / yyyy)

For DOIP Office UseChecklist: **OK / Not OK**

Civil		Estimates Submitted on		AC	
		Elect		Date received	
Date received		Date received		Date received	
Expected Date		Expected Date		Expected Date	
Checked Assistant/ Superintendent		Reviewed/Passed			
		OIC			
		Note:			

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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Guidelines for completing this form:

1. For B & WC approved works, this form can be filled up by DOIP office only. No approval is necessary.
2. Estimate should be prepared by All Engineers and Technical Personnel.
3. The Table provided below should be used for Reviewing the Estimates.
4. Any estimate below Rs. 5 Cr., after review, all hard copies must be submitted to ETPC Cell, DOIP office and the soft copies of estimates, draft tender documents and other supporting documents must be send to etpc@iitk.ac.in before submission of hard copies.

***Estimate Reviewing Engineer**

Sl. No.	Designation	Limit
1.	Junior Engineer	Up to 15 lakhs
2.	Assistant Engineer/ Sr. Assistant Engineer	Up to 35 lakhs
3.	Assistant Executive Engineer/Executive Engineer/Superintending Engineer	All

Note: The Estimate Preparer cannot be the Estimate Reviewing Engineer