



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

DOIP: 113

Contract Extension Order *

Work Details

Name of the Work															
Request number															
Name of the contractor															
Contract Agreement No															
Contract Start Date	____/____/____ / (dd/mm/yy)														
Contract End Date	____/____/____ / (dd/mm/yy)														
Is the contract extendable as per the original contract agreement?	Yes <input type="checkbox"/>							No <input type="checkbox"/>							
Total number of years up to which contract can be extended															
Number of extensions already approved, if any, with financial details and period of extensions															
CEO Form No															
Date of Issuance	____/____/____ / (dd/mm/yy)														
Revised Contract End Date	____/____/____ / (dd/mm/yy)														
Agreeing Parties**	Institute <input type="checkbox"/>							Contractor <input type="checkbox"/>							

Please justify if there is a revision in the contract amount.

Attach copies of documents justifying the revisions of contract amount (copies may include current minimum wages, analysis of rates, quotations etc.)

Original Contract Amount	Rs.			
Revised Contract Amount	Rs.			
Adjustments in proposed contract amount	Increased <input type="checkbox"/>	Decreased <input type="checkbox"/>	Unchanged <input type="checkbox"/>	By () %
Contractor's performance rated for the last one year	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Below Average <input type="checkbox"/>

Please lists the documents used as reference to rate agencies performance and attach relevant copies

Copies may include (in accordance with the nature of work) building wise biannual performance reports prepared by supervisor in charge, user feedback forms, building complaint records, reports of measures taken to mitigate the recurrence of such incidents, receipts of timely payments, maintenance registers, inspection check lists etc. and any other related supervisor reports to ensure adherence to scope of work and that helps in rating agencies performance

** The CED document is applicable only for renewal of maintenance contracts subject to contract conditions.
 **The CED document is valid only when signed by institute & contractor. Also a valid CED form is required for all related contractor payments*

Agreeing Parties

1. For Institute

Prepared by	Name	Designation	Signature	Date
Checked by	Name	Designation	Signature	Date

2. Contractor

Contractor (Name of the firm)	Address	Name of the Signing Authority	Signature

Review and Comments/Special instructions/Recommendations

 (Signature of EIC)

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

Review and Comments/Special instructions/Recommendations

 (Signature of Head, IWD)

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

