#### Indian Institute of Technology, Kanpur Office of the Dean of Infrastructure and Planning

DOIP/IITK/2023/OO-25-09-23-01

Date: 25/09/2023

#### **OFFICE ORDER**

Sub: Regarding Minor Work Comprehensive Contract Quantity Take off Sheet (MWCC QTO sheet)

As per the Contract Agreement of the Zonal Contracts (MWCC), work has to carried out based on the requirement on a quantity take off sheet (QTO) approved by the competent authority. Accordingly, the QTO sheets (Form no. DOIP 104Q) has been adopted.

The QTO sheet should be filled by ZIC(s)/EIC(s) and submitted along with updated Form DOIP 103 for approval for inclusion in appropriate MWCC.

This is for the information of all concerned.

Dean of Infrastructure and Planning

To: All members

Copy to:

- 1. Dy. Director
- 2. ADPI-I
- 3. ADPI-II
- 4. HOS, IWD
- 5. OIC (IA)
- 6. OIC (F & A)
- 7. All IWD Engineers
- 8. Web Master for Circulation





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

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

(1 his form should be	filled by Z	IC/EIC	and subm	ntted alon	ng with L	OIP	<b>103</b> <i>f</i>	for ap	proval	for 11	nclusi	on in	appro	priate	MU	(CC)		
Contract Agreement No:																		
Name of the MWCC																		
Contract																		
Request Number*							$\Box$	T							T			$\Box$
Name of the ZIC(s)																		
Name of the EIC(s)																		
QTO Summary (Bas	ed on 104	Q Anne	xure and	Table 6	of Cont	tract)												
Tentative Estimate Amount	Civil			Electri	ical			Air	Cond	lition	ing		Co	ompo	site		ţ	
Time allowed for	Maxim	um lead	time to s	tart the	work w	rith		Ma	ximu	m co	mpl	etion	dur	ation				
Execution as per	an appi	roved Q	ТО								1							
Table 6 of Contract		3.																
Prepared by																		
(Signature of P.	reparer)			,					Г	Pate:	(	dd	_/_	mm	-/-	- ууу;	7 ]	)
(Signature of Reviewir	g Engine	er)	_	F	or DO	IP O	ffice	use						m /	У у	ууу	)	
Checked								Pass	ed									
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n i i r	200														O	IC		
Reviewing Engineer	er																_	
*A hard copy of the approved													7					
Recorded Sent for clarification	s wyy-i	nan-del	Clarifications	Received	vws-mm	R R	levision F	Recorded	d	Sen	t for fur	ther pro-	cessing		VV	is min	-14	



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

DOIP: 104Q Annexure

Sl. No	MWCC Item Code	Description	L	В	Н	QTY	MWCC Rate	Amount
	Code							
								20
							5	
20								
Tent	ative Estima	ated Amount				ē		
							//_	
		e of Preparer) For I	OOIP	Office		ate: ( dd	///	уууу )
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(Sign	ature of Re	viewing Engineer)			Dat	e: ( dd /	//	ууу )





Sent for clarifications

Recorded

Clarifications Received

Revision Recorded

Sent for estimate preparation

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

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(This form should		1 by ZIC/D	IIP office	representati	ve and	attached wi	ith FORM: 1	· [					imates/Q1	O sheet	s for N	IWCC)
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Type of work																
Name								Phone Mob N								
Dept./Section	n				]	PF No:			_	mail:	T				@iit	k.ac.in
Is the space/v	work in	denter not	ified for	r the site	visit?								Yes			lo
Site visit tear		nbers														
Requisitioner							DOIP Of									
representative	e(s)				Represent	presentative(s)					T.					
ZIC, Civ	ZIC, E	lect		ZIC, AC						;						
Place/Location	on/Ro	oms visited	d													
Date of site vi	isit															
Requested sta	rt date	or		Working !	hour p	oreferen	ce			Func	ling	sour	ce			
Time period f	for wor	k		□ FN		N D No	Preference	2	- 1	□ Ins			Dept/S	ection	1 🗆	Project
Urgency/Reas	son for	prioritizin	ıg													
the work (if an		•														
Is there any re	elevant	drawing /	layout a	vailable f	or the	request	ed work?						Yes	-	1	Vo
Do the reque	ested v	ork items	confo	rm to the	e Inst	itute po	licy?						Yes		1	Vo
If above answ	ver is no	o, please ex	xplain if	any addi	tional	/special	provisions	have l	beer	ı requ	ueste	d ap	art from	instit	ute p	olicies
(Approval from	concerne	ed authority	should be	e taken for	additi	onal/speci	ial provisions,	**					E-1			
Mode of Exe	ecution	of Work														
Can the work b			gh the A	AMC in the	he		Yes					N	0			
respective Zon																
Can the work b					act in	your	Yes					N	0			
respective zone	e as per	the Claus	es of Co	ontract?												
If above answe	er is Ye	s, Have yo	u attach	ned a QT	O she	et for	Yes					N	О			
approval?							٠									
Primary deta								/								
Select appropr	riate of	otion and/	_		rt des	cription				tion/	imp	_				
□ Flooring	10			ceiling		☐ Interior finishes ☐ Metal works						_	Electrica			
☐ Work platfo	orms		□ Woo	ring work	S		□ Road works						Air Cond Others (			(halom)
	192								North Control							
Provide a sho	ort desc	ription of	existing	condition	ns and	details	of required	work (	(Att	ach se	parai	'e she	ets and sk	etches z	† neede	?d): 
Signatures Requisitioner	Of						DOIP Of	fice								
representative							Represent		.)							
ZIC, Civ ZIC, Elect ZIC, AC																
						DOIP	Office Use	:								
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Assistant/ S	Superinte	endent					OIC							15	ADP	I/DOIP