104J



## INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Office of the Dean of Infrastructure & Planning

| 1. Work Details   | er for all applicable works  |
|---|--|
| Name of the Work  |  |
| Request number  |  |
| request number  |  |
| 2. Ref. to Administrative approval  |  |
| Authority   |  |
| No & date   |  |
| Amount  |  |
| 3. Ref. to Technical Sanction   |  |
| Scope of  |  |
| Work  |  |
| Authority   |  |
| No & date   |  |
| Amount  |  |
| 4. Ref. to approval of NIT  |  |
| Authority   |  |
| No & date   |  |
| Date of uploading of tender on website  |  |
| Due Date for receiving tender   |  |
| Due date for opening tender   |  |
| Estimate Amount put to tender   |  |
| •   |  |
| <b>5. Details on Adopted Market Rates of Materials*</b> Date on which the last study was conducted on current |  |
| market rates of materials in Kanpur   |  |
| Team Members of market survey team  |  |
| Date on which the adopted market rates was last   |  |
| updated   |  |
| Authority/ Representative of team members who   |  |
| conducted the last updates  |  |
| •   |  |
| 6. Details on Adopted Market Rates of Labour*   | 1  |
| Adopted rates of labor in Kanpur  |  |
| Date on which the adopted market rates was last   |  |
| updated   |  |
| Authority/ Representative of team members who   |  |
| conducted the last updates  |  |
| 6. Justification of Tenders   |  |
| Date of justification of tender   |  |
| Estimated Cost on DSR (EC) put to tender  |  |
| Percentage of items analysed = (EC Analysed /EC on D  | OSR 2014)  |
| X 100   | , l  |
| Justified amount of analysed items (JC)   |  |
| Justified percentage = ((JC-EC)/EC) X 100   |  |
| *For illustration of process to be followed for market rate verificati  | on / updates and other guidelines, refer to the guidelines of this |
| form  |  |
|   |  |

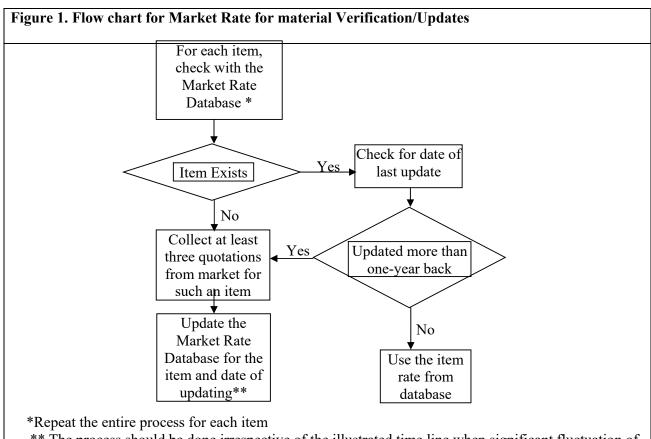
(Signature of Preparer)

| Review and Comments/Sp   | pecial instructions/Rec         | ommendations               |   |   |
|--|---------------------------------|----------------------------|---|---|
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            | / /                                     |   |
| (Signature of Executive Engine                                 | er)                             | Date:                      | : ( dd / mm / yyyy )                    | - |
| Review and Comments/S <sub>1</sub>                             |                                 |                            | , |   |
|  |                                 |                            |   |   |
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|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            | / /                                     |   |
| (Signature of Head, IWD  |                                 | D                          | ate: ( dd / mm / yyyy )                 |   |
| (0.8, 0.1, 1   |                                 |                            | ( , , , , , , , , ,                     |   |
|  | For DO:                         | IP Office Use              |   |   |
| Checklist: OK / Not OK  Is 104 J received prior to the date of | conning of tanders as listed in | 104 N YES                  | No                                      |   |
|  | Days delayed in receiving the   |                            | 140                                     |   |
| Checked  |                                 | Passed                     |   |   |
| Oncered  |                                 | 1 43564                    |   |   |
|  | Note:                           |                            |   |   |
| Assistant/ Superintendent                                      |                                 |                            | OIC                                     |   |
| C /S   | /D 1 .: 1                       | ADDI 10                    |   |   |
| Comments/Special instruction                                   | ons/Recommendations b           | y ADPI, if any             |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            | dd / mm / yyyy )                        |   |
| (Signature of ADPI)  |                                 | Date: (                    | dd / mm / yyyy )                        |   |
| Comments/Special instruction                                   | ons/Recommendations b           | y DOIP, if any             |   |   |
| •  |                                 | •                          |   |   |
|  |                                 |                            |   |   |
|  |                                 |                            |   |   |
|  |                                 | /                          | /                                       |   |
| (Signature of DOIP)  |                                 | Date: ( dd / mr            | m /                                     |   |
|  | Clarifications Received         |                            | I have ent                              | 1 |
| Sent for clarifications  | mm-dd Clarifications Received   | yy-mm-dd Revision Recorded | Sent for further processing             | 1 |



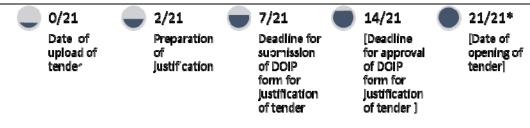
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### Guidelines to be followed for market rate analysis



<sup>\*\*</sup> The process should be done irrespective of the illustrated time line when significant fluctuation of rates is observed

Time line for a 21 days tendering: Procedure to be adopted for justification of tenders is as shown below.



Date of opening can vary with respect to value of tender

Approved justification of tender form should be submitted with memo forwarding tender 104 T for all tenders

<sup>\*\*</sup>The guidelines issued by CPWD in view of GST for deriving rates for extra item/deviated items/market rates should be followed in justification of tenders