



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

DOIP: 104 T

Memo Forwarding Tenders to Accepting Authority

1. Work Details

Name of the Work	
Request Number*	

2. Ref. to Administrative Approval

Authority	
No & date	
Amount	

3. Ref. to Technical Sanction

Scope of Work	
Authority	
No & date	
Amount	

4. 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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5. Ref. to approval of NIT

Authority	
No & date	
Estimate Amount put to tender	

6. Ref. to Publicity

Date on which NIT was placed on notice board in Divisional office/ on website	
Date on which NIT was circulated to other offices, if so	
Name of Newspapers/ website (with date) in which the NIT was actually advertised/published and the details of NIT identification number. <i>(Attach copies of advertisement including newspaper cuttings or webpages with date)</i>	

7. Due date for receiving tenders

The date and time when tenders were due to be received in Divisional office/uploaded on website	
Postponed date and time, if any	
Reasons for postponement	
Details of publicity in regard to postponement of tenders:	

8. Date of sale of tenders

The date from which tenders were available for sale to contractors/website	
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9. Particulars of contractors to whom tenders were sold.

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

10. Opening of Tenders

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	

* For grouped work, write 104G in this field and attach necessary documents

11. Comparative Position of Tenders

Estimated Cost on DSR 2014 put to tender					
Sl. No:	Name of the Contractors	Tendered Amount	Tendered amount (Percentage above or below)	Net tendered amount after negotiations, if any	Net tendered amount (Percentage above or below)

12. Justification of Tenders**

Estimated Cost on DSR 2014 (EC) put to tender	
Percentage of items analysed = (EC Analysed /EC on DSR 2014) X 100	
Justified amount of analysed items (JC)	
Justified percentage = ((JC-EC)/EC) X 100	

13. Validity of Tender

Date on which validity/extended validity of tenders expire	
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14. 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	
Time period for completion of the 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*	

* For annual contracts, provide the tender details for the last three years (Refer Appendix A)

** 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.

15. Remarks/Comments on the tender by AE/AEE/Sr. AEE

16. Recommendations of Executive Engineer

(Signature of EE)

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

17. Recommendations/Approval by Superintending Engineer

(Signature of SE)

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

18. Recommendations by PIC/ADPI

(Signature of PIC/ADPI)

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

19. Recommendations by DOIP

(Signature of DOIP)

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

20. Recommendations/Approval by DD/Director

(Signature of DD/Director)

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

