



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Office of the Dean of Infrastructure & Planning

DOIP: 105C

### Work Commencement Form

*(This form should be filled by EIC(IWD) and submitted to DOIP before start of any work)*

Name of the Work											
Request Number*											

#### Contract Details

Contract Agreement No:															
Contract Amount		Contract Award date													
Stipulated Date of start of work		Stipulated Date of completion													
Date of handover of site		Actual Date of start of work													
Name of Contractor							Phone/Mob No.								
Name & Address of Organization															
Are any subcontractors working on project?											Yes	No			
Please list the subcontractor names and assigned type of work. (Attach separate sheet if needed)															

#### Work Initiation details

Name of ZIC								Phone/Mob No.								
Designation:								Email:	@iitk.ac.in							
Work Order No		Work order Date														
Is the copy of Contract agreement send to DOIP office											Yes	No				
Has the contractor submitted a time and progress chart in accordance with Clause 5? <i>(If yes, please attach a copy of the documents with this form)</i>											Yes	No				
Has the contractor submitted a quality assurance program? <i>(If yes, please attach a copy of the documents with this form)</i>											Yes	No				
Is a preconstruction meeting held before the start of work?											Yes	No				
Location/Date of meeting																
Please select if necessary, action is taken for safe completion of work. <i>(Add details on separate sheet if needed)</i>																
<input type="checkbox"/> Lines of Communication		<input type="checkbox"/> Emergency No's		<input type="checkbox"/> Parking/Work area access		<input type="checkbox"/> Temporary facilities										
<input type="checkbox"/> Cleaning /Disposal		<input type="checkbox"/> Service shutdowns		<input type="checkbox"/> Notify Neighbourhood		<input type="checkbox"/> Safety board and signage										
Is any updated schedule prepared by EIC before start of work? <i>(Schedule updates should be sent to DOIP office before start of work and regularly on monthly basis)</i>											Yes	No				
Is there any significant delay in start of work?											Yes	No				
Please explain the reasons for delay and attach the copy of any notice given my contractor as per Clause 5 and the permission through EOT forms as applicable																
Are all the drawings/design/ specification provided to the contractor as per schedule of drawing for proposed work?											Yes	No				
Please explain if any changes are required (Extra work, material specification, drawing, design changes etc and the record of any delay from the architect.																

\_\_\_\_\_  
(Signature of the ZIC)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
( dd / mm / yyyy )

• For DOIP Office Use

105S receiving date			Is the start of work as per CA?		YES	No	
	Expected Date				No of days delayed		
Checked			Passed				
Assistant/ Superintendent			OIC				
Recorded	Sent for clarifications	yyyy-mm-dd	Clarifications Received	yyyy-mm-dd	Revision Recorded	Sent for further processing	yyyy-mm-dd