



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

DOIP: 111

**Construction Change Directive \***

**Work Details**

Name of the Work													
Name of the contractor													
Contract Agreement No													
Contract Start Date													
Contract End Date													
Expected Completion Date	____/____/____ (dd/mm/yy)												
Whether the proposed adjustments will met out within permissible limit of contract value?	Yes <input type="checkbox"/> No <input type="checkbox"/>												
CCD Form No	C	C	D										
Date of Issuance													
Associated parties**	Institute <input type="checkbox"/>	Architect <input type="checkbox"/>	Consultant <input type="checkbox"/>	Contractor <input type="checkbox"/>	Field <input type="checkbox"/>	Others <input type="checkbox"/>							

**The contractor is hereby directed to make the following amendments in contract**

*Provide a complete description of the changes proposed*

*Explain the reasons for proposed changes*

Name & Signature of the Proposing Authority/Representative of user committee			
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Location and Date			
Is the proposed change necessary for satisfactory completion of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*Provide a list of documents attached justifying the proposed changes, adjustments in contract amount and time (as per guidelines)*

Proposed adjustments in contract amount	Increased <input type="checkbox"/>	Decreased <input type="checkbox"/>	Unchanged <input type="checkbox"/>	By ( _____ ) Rs
Proposed adjustments to contract time	Increased <input type="checkbox"/>	Decreased <input type="checkbox"/>	Unchanged <input type="checkbox"/>	By ( _____ ) days

**Note**  
 \*The CCD form when signed by institute & architect (if applicable) and received by contractor, becomes effective immediately and contractor shall proceed with the changes described above.  
 \*\*Valid CCO Document for all approved CCD forms are required for contractor payments

## Associated Parties

### 1. Architect

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

### 2. Consultant

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

### 3. For Institute

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

### Executive Engineer

Remarks	Name & Signature	Date

### Superintending Engineer

Remarks	Name & Signature	Date

### ADPI/PIC

Remarks	Name & Signature	Date

### DOIP

Remarks	Name & Signature	Date

### Dy. DIRECTOR/DIRECTOR

Remarks	Name & Signature	Date

### Note

*\*The CCD document when signed by institute & architect (if applicable) and received by contractor, becomes effective immediately and contractor shall proceed with the changes described above.*

*\*\*Valid CCO forms for all approved CCD forms are required for contractor payments*



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***Guidelines to be followed for preparing DOIP: 111***

<p>Change order directive (DOIP :111) should be used as the work proposal form for any modifications in contract agreement proposed for aesthetic, economic or functional purpose. DOIP:111 should be submitted to DOIP office <b>at the earliest/ or at least 15 days</b> prior to the occurrence of events/execution of item except for the unforeseen site conditions and for items covered under force majeure clause in contract agreement. (DOIP: 111 should be submitted not later than 15 days in case of unforeseen site conditions /force majeure clause)</p>	
<p>The proposed change in contract item should be considered as extra item for rate analysis and justification, only when the listed items are completely new and are in addition to the items contained in the contract</p>	
<p>The proposed change in contract item should be considered as substituted item for rate analysis and justification, only when the listed items are taken up with partial modifications or in place of items of work in the contract</p>	
<p>DOIP: 111 should be filled in accordance with Clause 5, 12.2 &amp; 12.3 of GCC with Ref. to CPWD Works Manual Clause 24.2</p>	
<p>Reasons cited for proposed change should include the following points</p>	
<p>✓ For Substituted item</p>	<p>✓ For extra item</p>
<p>DSR item No:</p>	<p>Justification remarks with valid reasons</p>
<p>Statements with valid reasons clarifying whether the item is an alteration, addition, substitution, replacement, etc.</p>	<p>Statements with valid reasons clarifying whether the item is an omission in original estimate, required as per site condition, new recommendations, changes in building code/govt. regulation etc.</p>
<p>The payment status of the original item</p>	
<p>List of documents justifying the proposed changes, adjustments in contract amount and time may include <b>(Revised drawings and specifications with date issued showing changes, copy of documents showing changes in building codes or govt. regulations, written notifications from contractors for impending delays or changes in contract items, Comparative statements for substituted item, Analysis of rates with current market rates as decided biannually/Based on at least 3 genuine quotations for non DSR item etc. and any other pertinent documents)</b></p>	