



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. (Attach copies of advertisement including newspaper cuttings or webpages with date)	

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

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

(Signature of DD)

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

20. Recommendations/Approval by Director

(Signature of Director)

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

