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

*Minor Work Comprehensive Contract Quantity Take off Sheet (MWCC QTO sheet)

(This form should be filled by ZIC/EIC and submitted along with **DOIP 103** *for approval for inclusion in appropriate MWCC)*

Contract Agreement No:	
Name of the MWCC Contract	
Name of the Work	
Request Number*	
Name of the ZIC(s)	
Name of the EIC(s)	

QTO Summary *(Based on 104Q Annexure and Table 6 of Contract)*

Tentative Estimate Amount	Civil	Electrical	Air Conditioning	Composite
Time allowed for Execution as per Table 6 of Contract	Maximum lead time to start the work with an approved QTO		Maximum completion duration	

Prepared by

_____   _____/ _____ / _____
(Signature of Preparer)   Date: (dd   /   mm   /   yyyy   )

Reviewed by

_____   _____/ _____ / _____
(Signature of Reviewing Engineer)   Date: (dd   /   mm   /   yyyy   )

…………………………………………… **For DOIP Office use** …..…………………………………

Checked	Passed
	Note:
JTS/JE	OIC3/OIC1

* A hard copy of the approved quantity take-off (QTO) sheet must be part of all bill submissions for clearance of bills of all MWCC contracts.

Recorded	Sent for clarifications	yyyy-mm-dd	Clarifications Received	yyyy-mm-dd	Revision Recorded	Sent for further processing	yyy-mm-dd

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Sl. No	MWCC Item Code	Description	L	B	H	QTY	MWCC Rate	Amount
Tentative Estimated Amount								

_____
(Signature of Preparer)

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

…………………………………… **For DOIP Office use** ……………………………………

_____
(Signature of Reviewing Engineer)

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