



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	
Committed date of completion of work (Project) based on PE & A/A &E/S	
Request No:(combined)	

2. Ref. to Administrative Approval and Expenditure Sanction

Authority	Refer to Annexure A
No & date	Refer to Annexure A
Corresponding amount available for the work included in the present tender	Rs. /- including GST

3. Ref. to Technical Sanction

Scope of Work	As per approved estimate
Authority	Dean, Infrastructure and Planning
No & date	
Amount	Rs. /- excluding GST

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.

As per NIT document
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5. Ref. to approval of NIT

Authority	Dean, Infrastructure and Planning
No & date	
Estimate Amount put to tender	Rs. /- excluding GST
Tender ID	

6. Ref. to Publicity

Date on which NIT was placed on website	
Name of the website (with date) in which the NIT was advertised/published and the details of NIT identification number. (Attach copies of webpages with date)	

7. Due date for receiving tenders

The date and time when bids were due to be uploaded on website	
Postponed date and time if any	
Reasons for postponement	
Details of publicity regarding 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. A Particulars of contractors to whom tenders were sold. Quote authority for issue of tenders to contractors not eligible to tender in remarks column.

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

				-
				-

**9. B Prebid Conference:** Not Applicable

**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:	NA
Name and designation of any other person present	NA
Have all the contractors, deposited earnest money in proper form. If not, please comment	NA

**11. Comparative Position of Tenders**

List of persons who tendered for the job, with their tendered amount

Estimated Cost on DSR _20xx 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)
1.					
2.					
3.					

**12. Justification of Tenders\*** Based on the Market Rate Survey

**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	
Is this the first call of tenders? If not, details of previous calls and outcomes	
Status of Architectural working drawings and programme of same	
Status of structural drawings and programme of same	
Status of services drawings and programme of same	
Time period for completion of work	
Details of available funds	
Any other information*	-

\*\* 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.

## Tender Cell

Checklist: **OK / Not OK**

In-Charge Tender Preparation Cell	In-Charge Tender Evaluation Cell	In-Charge Tender Processing Cell	Passed	
			OIC2	OIC3

**Comments/Special instructions/Recommendations by Officer-In-Charge, DOIP, if any**

\_\_\_\_\_  
(Signature of OIC1 and Executive Engineer) Date:    /    /      
( dd / mm / yyyy )

**Comments/Special instructions/Recommendations by ADPI, if any**

\_\_\_\_\_  
(Signature of ADPI) Date:    /    /      
( dd / mm / yyyy )

**Comments/Special instructions/Recommendations by DOIP, if any**

\_\_\_\_\_  
(Signature of DOIP) Date:    /    /      
( dd / mm / yyyy )

**Comments/Special instructions/Recommendations by DD, if any**

\_\_\_\_\_  
(Signature of DD) Date:    /    /      
( dd / mm / yyyy )

**Comments/Special instructions/Recommendations by Director, if any**

\_\_\_\_\_  
(Signature of Director) Date:    /    /      
( dd / mm / yyyy )

Recorded	Sent for clarifications	yy-mm-dd	Clarifications Received	yy-mm-dd	Revision Recorded	Sent for further processing	yy-mm-dd
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**Annexure A**

**Ref. to Administrative Approval and Expenditure Sanction**

Sl No	DOIP 101 No	Name of Work	Sanctioning Authority	Amount approved	Sanctioned Date
1					
2					