

**Indian Institute of Technology, Kanpur**  
**Office of the Dean of Infrastructure and Planning**

DOIP/IITK/2023/OO-25-09-23-01

Date: 25/09/2023

**OFFICE ORDER**

Sub: Regarding Minor Work Comprehensive Contract Quantity Take off Sheet (MWCC QTO sheet)

As per the Contract Agreement of the Zonal Contracts (MWCC), work has to be carried out based on the requirement on a quantity take off sheet (QTO) approved by the competent authority. Accordingly, the QTO sheets (Form no. DOIP 104Q) has been adopted.

The QTO sheet should be filled by ZIC(s)/EIC(s) and submitted along with updated Form DOIP 103 for approval for inclusion in appropriate MWCC.

This is for the information of all concerned.



Dean of Infrastructure and Planning

To: All members

Copy to:

1. Dy. Director
2. ADPI-I
3. ADPI-II
4. HOS, IWD
5. OIC (IA)
6. OIC (F & A)
7. All IWD Engineers
8. Web Master – for Circulation







# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Office of the Dean of Infrastructure & Planning

DOIP: 103

### Site Visit Form

*(This form should be filled by ZIC/DOIP office representative and attached with FORM: 104 for sanctioning of plans/ estimates/ QTO sheets for MWCC)*

|   |        |                   |             |
|---|--------|-------------------|-------------|
| <b>Basic information</b>                                |        | DOIP 101 Rec. No  |             |
| Type of work  |        |                   |             |
| Name  |        | Phone/<br>Mob No. |             |
| Dept./Section   | PF No: | Email:            | @iitk.ac.in |
| Is the space/work indenter notified for the site visit? |        | Yes               | No          |

|   |   |
|---|---|
| <b>Site visit team members</b>  |   |
| Requisitioner or representative(s)  | DOIP Office Representative(s)   |
| ZIC, Civ  | ZIC, Elect  |
| ZIC, AC   |   |
| Place/Location/Rooms visited  |   |
| Date of site visit  |   |
| Requested start date or Time period for work  | Working hour preference<br><input type="checkbox"/> FN <input type="checkbox"/> AN <input type="checkbox"/> No Preference |
| Funding source<br><input type="checkbox"/> Institute <input type="checkbox"/> Dept/Section <input type="checkbox"/> Project<br><input type="checkbox"/> Others  |   |
| Urgency/Reason for prioritizing the work (if any)   |   |
| Is there any relevant drawing /layout available for the requested work?   |   |
| Yes   |   |
| No  |   |
| <b>Do the requested work items conform to the Institute policy?</b>   |   |
| Yes   |   |
| No  |   |
| If above answer is no, please explain if any additional /special provisions have been requested apart from institute policies<br>(Approval from concerned authority should be taken for additional/ special provisions) |   |

|  |     |
|--|-----|
| <b>Mode of Execution of Work</b>   |     |
| Can the work be taken up through the AMC in the respective Zone as per the Scope of Services?          | Yes |
| Can the work be taken up through MWCC contract in your respective zone as per the Clauses of Contract? | No  |
| If above answer is <b>Yes</b> , Have you attached a QTO sheet for approval?                            | Yes |
|  | No  |

|  |   |  |  |
|--|---|--|--|
| <b>Primary details of work to be done</b> (Based on observations/ discussions at site)   |   |  |  |
| Select appropriate option and/or provide a short description of proposed construction/improvements                               |   |  |  |
| <input type="checkbox"/> Flooring  | <input type="checkbox"/> False ceiling  | <input type="checkbox"/> Interior finishes | <input type="checkbox"/> Electrical                    |
| <input type="checkbox"/> Work platforms  | <input type="checkbox"/> Painting works | <input type="checkbox"/> Metal works       | <input type="checkbox"/> Air Conditioning              |
| <input type="checkbox"/> Partitions  | <input type="checkbox"/> Woodwork       | <input type="checkbox"/> Road works        | <input type="checkbox"/> Others (Please specify below) |
| Provide a short description of existing conditions and details of required work (Attach separate sheets and sketches if needed): |   |  |  |

|                                    |                               |
|------------------------------------|-------------------------------|
| <b>Signatures</b>                  |                               |
| Requisitioner or representative(s) | DOIP Office Representative(s) |
| ZIC, Civ                           | ZIC, Elect                    |
| ZIC, AC                            |                               |

### For DOIP Office Use

|                           |               |              |                 |                          |           |
|---------------------------|---------------|--------------|-----------------|--------------------------|-----------|
| Updated sketch available  | Yes/No/NA     | Usable space | sqm             | Update in space database | Yes/No/NA |
| <b>Checked</b>            | <b>Passed</b> |              | <b>Approved</b> |                          |           |
| Assistant/ Superintendent | OIC           |              | Instructions    |                          |           |
|                           |               |              |                 | ADPI/DOIP                |           |

|          |                         |                         |                   |                               |
|----------|-------------------------|-------------------------|-------------------|-------------------------------|
| Recorded | Sent for clarifications | Clarifications Received | Revision Recorded | Sent for estimate preparation |
|----------|-------------------------|-------------------------|-------------------|-------------------------------|