



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

DOIP: 104

**Estimate Approval form**

*(This form should be completed for registration of the projects in DOIP online project management system and is mandatory for all financial and technical approvals)*

DOIP 101 Rec No	
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<b>Leave this field blank for DOIP office to put the Request Number</b>									
DOIP 101 Request No									

Name of the work									
Estimate prepared by:	<input type="checkbox"/> Institute <input type="checkbox"/> Architect <input type="checkbox"/> Consultant <input type="checkbox"/> Others ( <i>Specify</i> ):								
Name of the ZIC									
	Phone/ Mob No.								
Designation									@iitk.ac.in

Estimated Amount Requested		GST (%)		Total estimate Amount	
Budget Head	<input type="checkbox"/> Plan	<input type="checkbox"/> Non-Plan	<input type="checkbox"/> HEFA	<input type="checkbox"/> R&D	<input type="checkbox"/> Others ( <i>Specify</i> )
Work Type /Budget Sub Head	<input type="checkbox"/> Major Construction & Restructuring <input type="checkbox"/> BWC <input type="checkbox"/> Zonal <input type="checkbox"/> AMC <input type="checkbox"/> Labour <input type="checkbox"/> Material <input type="checkbox"/> Fixtures <input type="checkbox"/> Services			<input type="checkbox"/> Day to Day <input type="checkbox"/> M&R <input type="checkbox"/> AOC <input type="checkbox"/> Architect fees <input type="checkbox"/> Furniture <input type="checkbox"/> Consultant charges <input type="checkbox"/> Equipment <input type="checkbox"/> Others ( <i>Please specify</i> ):	
Applicable DSR		Date of applicable market survey		Est. duration of work	Plinth area (for new cons)
Planned Mode of Execution of work	<input type="checkbox"/> EPC <input type="checkbox"/> Percentage Rate tender <input type="checkbox"/> Item Rate tender <input type="checkbox"/> Quotation			<input type="checkbox"/> Zonal Contract. Last 6 digits of RQ. ID _____ <input type="checkbox"/> Others ( <i>Please specify</i> ):	

*List items of works included in estimate with brief descriptions. (Attach separate note sheets, if required)*

**Checklist**

Are these items and specifications as per Institute polices and guidelines for preparation of estimates	Yes	No
Are relevant floor plans/elevation/section/layouts for proposed work attached to the approval form as per institute polices and guidelines? ( <i>All necessary drawings are mandatory for approval</i> )	Yes	No
Is a time schedule for the proposed work attached with the approval form? ( <i>A time schedule is mandatory for approval</i> )	Yes	No
Have the soft copy of the <u>Estimate</u> and the <u>Tender document</u> for the work available? * ( <i>Excel /ESTA file(s) of estimate and word file(s) of draft tender documents and AutoCad/PDF files of relevant drawings must be sent to <a href="mailto:etpc@iitk.ac.in">etpc@iitk.ac.in</a> approval for tenders to be uploaded</i> )	Yes	No
Details of earlier renovation works at location (if any) in case of setting right works:		

\_\_\_\_\_  
(Name of Preparer)

\_\_\_\_\_  
(Signature of Preparer)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
( dd / mm / yyyy )



**Guidelines for completing this form:**

1. For B & WC approved works, this form can be filled up by DOIP office only. No approval is necessary.
2. Estimate should be prepared by All Engineers and Technical Personnel.
3. The Table provided below should be used for Reviewing the Estimates.
4. Any estimate below Rs. 5 Cr., after review, all hard copies must be submitted to ETPC Cell, DOIP office and the soft copies of estimates, draft tender documents and other supporting documents must be send to [etpc@iitk.ac.in](mailto:etpc@iitk.ac.in) before submission of hard copies.

**\*Estimate Reviewing Engineer**

<b>Sl. No.</b>	<b>Designation</b>	<b>Limit</b>
1.	Junior Engineer/JTS	Up to 15 lakhs
2.	Assistant Engineer/ Sr. Assistant Engineer/TS	Up to 35 lakhs
3.	Assistant Executive Engineer/Executive Engineer/Superintending Engineer	All

*Note: The Estimate Preparer cannot be the Estimate Reviewing Engineer*