



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

NO: NITR/EM/15/M/1370 dated 09/10/2015

Proposals for maintenance of quarters by contractors under Rate contract (Electrical)

(To be submitted by Engineer in Charge to HOD (EM))

1. Register Entry No: _____ 2. Date: _____
3. Qtr No/ Building: _____ 4. Occupied: Yes/No _____
5. Name of the Resident or Past Resident: _____
6. Total Estimated Maintenance Cost As per Item no 8(A): ₹. _____
7. Time required for completion: _____ Month _____ Days
8. List of items and approximate cost estimate.

Sl.No	Description of Items	Approximate cost
1.		₹
2.		₹
3.		₹
4.		₹
5.		₹
6.		₹
7.		₹
8.		₹
9.		₹
10.		₹
13.	Cleaning of Building Space	₹
14.	Cleaning of Compound	₹
15.	Transportation of Debris	₹
16.	Miscellaneous Items	₹
TOTAL		₹
Total Estimate (approximate)		₹ =A

Note: A copy of item no –8 (Sl.No., Description of items & Approximate cost is to be handed over to the contractor as annexure to work order.

9. Estimate of repair cost of damages caused by resident or past resident (With details): ₹. _____

10. Signature of TA/STA _____ date _____

11. (a) I agree with the proposal. It may be assigned to the contractor, M/S _____

(b) In case of repair of residential quarters the limit of expenditure has been kept is below Rs 30,000.00 for A, B and C type quarters and below 15,000.00 for Other types.

(c) The work proposed are only towards restoring the original condition of the building and for minor enhancement of standard.

12. Finance Officer will be intimated for recovery of ₹. _____ to wards cost of maintenance including overhead charges (@ 300 %) from the resident/ past resident, if willful damage caused by the resident.

13. Submitted for Approval

Signature of Engineer (Electrical) _____ Date _____ Signature of PIC (EM/ET) _____ Date _____

14. Approved / Recommended for Approval

HOD (EM)

15. Approved / Recommended for Approval

APPROVED

Dean (PD)

DIRECTOR

16. Work Order No: NITR/EM/ _____ Date: _____

Signature of HOD (EM) _____ date _____

Approving Authority	
≤ 50,000.00	HOD (EM)
≤ 100,000.00	Dean (PD)
≤ 5,00,000.00	Director



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

NO: NITR/EM/15/M/1370 dated 09/10/2015

OFFICE OF THE ESTATE MANAGEMENT

Work order for minor maintenance work under rate contract(Electrical)

1. Work order No : NITR/EM/_____ date _____
2. Name of the Work : Maint./Renovation of Building . _____/ _____ Bldg
3. Name of the Contractor : _____
4. Estimated maximum cost : ₹. _____
- [Any expenditure beyond this figure will be on the contractors Account]
5. Duration : _____ Month _____ Days
6. List of Works : [As per Annexure] Enclosed
7. General terms of contract : As per terms given with the agreement on rate contract
8. Special terms of contract (if any) : As per Institute Contract Procedure

9. Note :

- (a) All materials (NITR approved make) and workmanship must be best quality available in the market.
- (b) Liquidated damage clause shall be applied if the work is not completed in time. It is the contractors responsibility to obtain the work completion certification from the Site Engineer
- (c) Any time extension necessary must be sought as soon as obstacle is faced, not later.
- (d) The institute undertakes to make payment with in 30 days of completion of the measurement and submission of bills. In case of delay there is no provision for payment of interest
- (e) In case of difference of opinion with site Engineer, please contact Engineer-in-charge, HOD (EM), PIC (Electrical), Dean (PD) or Director.

HOD (EM) / REGISTRAR

To :

1. Contractor : M/S _____

Copy to :

- 1. Finance officer (To be sent along with certified invoice from the contractor)
- 2. Resident/user _____ with a request to extend cooperation to the contractor and site Engineer to ensure the quality maintenance. Please monitor the quality of work and give the certificate requested by the contractor. In case of any flaw in workmanship or materials used, please inform the Engineer in Charge during the work instead of waiting till the end.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

OFFICE OF THE ESTATE MANAGEMENT

Certificate of Quality from Resident/User for minor Electrical Work

1. Work order No : NITR/EM/_____ date _____
2. Name of the Work : Maintenance of Quarter No. _____/ _____ Bldg
3. Name of the Contractor : _____
4. Estimated maximum cost : ₹. _____

[Any expenditure beyond this figure will be on the contractors Account]

5. Duration : _____ Month _____ Days
6. Name of the Occupant or User of Facility/ Resident : _____
- Designation : _____ Department : _____

7. (Tick only one)

Certified that work specified above has been completed to my satisfaction in terms of specifications, speed and quality of work.

The Work specified above is defective on the following counts. Engineers in charge are requested to examine and make professional decision

8. Signature of Occupant /User of the Facility/ Resident

Date :

Signature

To:

HOD (EM)

(Through Contractor)



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

OFFICE OF THE ESTATE MANAGEMENT

NO:NITR/EM/

Date:

TO _____

Date:

1. Complaint No : _____ Date : _____
2. Work Order No : _____ Date _____
3. Contractor : M/S _____

Dear Sir,

Please refer to the copy of the work order mentioned above where is you were requested to extend cooperation to the contractor doing electrical maintenance work in your Office/ residence. The contractor has informed that although he has completed the work, you have not given him the requested certificate.

Kindly note that success of our maintenance effort depends on your support. You have complete choice of either writing "satisfactory" or stating why you are not satisfied . Please give the certificate as you think fit within a week of the date mentioned above, and send to this office either directly or through the contractor.

Thanking You.

Yours Faithfully

Er. S.P.Mohapatra
HOD (EM)