

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY Form: 111 ALLAHABAD

Office of the Dean of Infrastructure, IWD, Estate

CONSTRUCTION CHANGE DIRECTIVE

(This form is required for prior approval of Extra item/ Deviation item/ substituted items of the Contract as per Clause 12, GCC)

Work Details

Name of the Work																							
Request number																							
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Name of the contractor																							
Contract Agreement No /																							
Work Order No (with date)																							
World Study 110 (With dutte)																							
Contract Start Date																							
Contract End Date																							
Contract Line Date																							
Expected Completion Date		/_		/.			_/	(dd/i	mm/j	(עע													
D (1																							
Date of Issuance																							
Associated parties**	Iı	nstitı	ute 🗌		Arch	nitect		C	Consu	ıltan	t 🔲		Cor	itrac	tor	o T]	Field	1 🗆	П	О	ther	s 🗌
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Explain the reasons for proposed of	change	es																					

Name & Signature of th	a Dranging						
Authority/Representativ	1 0	ee					
Location and Date							
Is the proposed change	necessary for satisfa	actory		Yes	□ No		
completion of work?							
Provide a list of documents a	attached justifying the p	proposed i	changes, ac	ljustments in contro	act amount	and time (as per guid	lelines)
Proposed adjustments	Increased	Decre	ased 🗌	Unchanged□	Ву () Rs
in contract amount							
Proposed adjustments	Increased	Decre	ased 🗌	sed □ Unchanged □ By)	days
to contract time							
3.							
Note: *The CCD form wh				oplicable) and reco	eived by Co	ntractor, becomes	effective immediately
and Contractor shall proced	ed with the changes d		above.	oplicable) and rece	eived by Co	ntractor, becomes	effective immediately
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Agreeing Parties

1. For Institute

Prepared by	Name	Designation	Signature	I	Date
2. Cont	tractor				
Contractor (N	lame of the firm)	Address	Name of the Signi	ng Authority	Signature
Review and	Comments/Spe	cial instructions/Recom	mendations		
				/	/
Signature of 1	Executive Engineer)		Date: (dd / mm	/ vvvv)
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(Signature of Audit/Accoun	ts)			Date: (dd / mm /	
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			/	/	
[Signature of Dean (IRI)]		Da	te: (dd /	mm / yyyy)	
Comments/Special instructions/R	ecommendation	ns by DDO	(Drawing & I	Disbursing Officer), if any	<i>I</i>
			/		
(Signature of DDO)	Date	: (dd /	mm / yy	ууу)	
Comments/Special instructions/R	ecommendation	ns by Direct	or, if any		
			/	_/	
(Signature of Director)					
Recorded Sent for yyyy-mm-dd	Clarifications	yyyy-mm-dd	Revision	Sent for further processing	yyyy-mm-dd
clarifications	Received		Recorded		

*The CCD document when signed by institute & architect (if applicable) and received by contractor, becomes effective immediately and contractor shall proceed with the changes described above.

**Valid CCD forms are required for contractor payments for any deviations under Clause 12



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Office of the Dean of Infrastructure, IWD, Estate

Guidelines to be followed for preparing Form 111

Construction Change directive (Form 111) should be used as the prior approval form for the estimated deviations in contract agreement proposed, for aesthetic, economic or functional purpose and should be submitted to DOIP office at the earliest/ or at least 15 days prior to the occurrence of events/execution of item except for the unforeseen site conditions and for items covered under force majeure clause in contract agreement. (Form 111 should be submitted not later than 15 days in case of unforeseen site conditions /force majeure clause)

The proposed change in contract item should be considered as extra item for rate analysis and justification, only when the listed items are completely new and are in addition to the items contained in the contract

The proposed change in contract item should be considered as substituted item for rate analysis and justification, only when the listed items are taken up with partial modifications or in place of items of work in the contract

Form 111 should be filled in accordance with Clause 5 & Clause 12 of GCC and with Ref. to CPWD Works Manual

Reasons cited for proposed change should include the following points								
✓ For Substituted item	✓ For extra item	✓ For deviation items						
DSR item No:	Justification remarks with valid reasons	Comparative chart of the estimate quantity and deviated quantity as per the condition mentioned in Schedule F with						
Statements with valid reasons clarifying whether the item is an alteration, addition, substitution, replacement, etc.	Statements with valid reasons clarifying whether the item is an omission in original estimate, required as per site condition, new recommendations, changes in building code/govt. regulation etc.	Statements with valid reasons justifying the increase against each item in the comparative chart						
The payment status of the original item								

List of documents justifying the proposed changes, adjustments in contract amount and time may include (Revised drawings and specifications with date issued showing changes, copy of documents showing changes in building codes or govt. regulations, written notifications from contractors for impending delays or changes in contract items, Comparative statements for deviation items, substituted item, Analysis of rates with current market rates as decided biannually/Based on at least 3 genuine quotations for non DSR item etc. and any other pertinent documents)