

Lesson Plan

Course - Tendering and Accounts (Th-4)

Semester- 5th

Program- Civil Engineering

Institute - Govt. Polytechnic, Sonpur

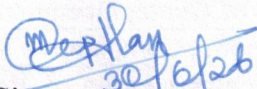
Session - 2026-2027

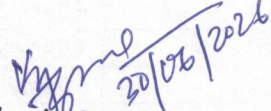
Total Load-45(3 /week)

Sl. No.	Week No.	Class No.	Topic to be Covered
1	1	Class 1	Unit I: Introduction to Procedure for Execution of Works
2	1	Class 2	Administrative Approval, Technical Sanction, Budget Provision and Expenditure Sanction
3	1	Class 3	Methods of Executing Works – Contract Method and Departmental Method
4	2	Class 1	Rate List Method and Piece Work Method
5	2	Class 2	Day's Work Method
6	2	Class 3	Employment of Labour on Daily Wages Basis, Revision of Unit I
7	3	Class 1	Unit II: Definition, Objects and Requirements of Contract
8	3	Class 2	Indian Contract Act (Overview)
9	3	Class 3	Lump Sum, Item Rate and Percentage Rate Contracts
10	4	Class 1	Cost Plus Percentage, Cost Plus Fixed Fee, Cost Plus Variable Percentage and Cost Plus Variable Fee Contracts
11	4	Class 2	Labour Contract, Demolition Contract, Target Contract and Negotiated Contract
12	4	Class 3	EPC Contract, FIDIC Conditions of Contract
13	5	Class 1	Classification of Contractors, Registration Requirements
14	5	Class 2	BOT, BOT (Toll), BOT (Annuity), DBFOT Contracts
15	5	Class 3	Hybrid Annuity, OMT and O&M Contracts (Introduction), Revision of Unit II
16	6	Class 1	Unit III: Definition, Necessity and Types of Tender – Local, Global and Limited Tender
17	6	Class 2	E-Tendering System – Online Submission and Opening of Technical & Financial Bids
18	6	Class 3	Notice Inviting Tender (NIT), Drafting of Tender Notice
19	7	Class 1	Submission of Tender Documents – Two Envelope System
20	7	Class 2	Tender Opening, Comparative Statement, Scrutiny of Tenders
21	7	Class 3	Award of Contract, Letter of Award
22	8	Class 1	EMD, Performance Security Deposit, Validity Period, Corrigendum and Unbalanced Bid
23	8	Class 2	Tender Documents – Index, Tender Notice, General Instructions, Special Instructions
24	8	Class 3	Schedule A, Schedule B, Schedule C

25	9	Class 1	Contract Conditions – Time Limit, Time Extension, Penalty
26	9	Class 2	Defective Material & Workmanship, Suspension, Termination and Subletting
27	9	Class 3	Extra Items, Price Variation Clause, Defect Liability Period and Liquidated Damages
28	10	Class 1	Arbitration – Meaning, Qualification and Appointment of Arbitrator
29	10	Class 2	Settlement of Disputes, Arbitration & Conciliation Act
30	10	Class 3	Arbitration Award, Revision of Unit III
31	11	Class 1	Unit IV: Accounts – Measurement Book (MB), E-MB, Nominal Muster Roll (NMR)
32	11	Class 2	Imprest Cash, Indent, Invoice, Bill and Voucher
33	11	Class 3	Hand Receipt, Cash Book, Temporary Advance and Heads of Accounts
34	12	Class 1	Mode of Payment – Interim Payment, Advance Payment and Secured Advance
35	12	Class 2	Petty Advance, Mobilization Advance and Running Account Bill
36	12	Class 3	Final Bill, Retention Money and E-Payment
37	13	Class 1	Unit V: Introduction to Valuation – Definition, Purpose and Role of Valuer
38	13	Class 2	Cost, Price, Value, Characteristics and Factors Affecting Value
39	13	Class 3	Types of Value – Book, Scrap, Salvage, Speculative, Distress, Market, Monopoly and Sentimental Value
40	14	Class 1	Depreciation, Obsolescence and Sinking Fund
41	14	Class 2	Methods of Depreciation – Straight Line, Sinking Fund and Constant Percentage Methods
42	14	Class 3	Fixation of Rent, Lease, Types of Lease, Leasehold and Freehold Property
43	15	Class 1	Mortgage – Mortgage Deed and Precautions while Mortgage
44	15	Class 2	Comprehensive Revision of Tendering, Accounts and Valuation
45	15	Class 3	End Semester Revision, Important Numerical/Concepts and Question Discussion

Signature of Faculty
Civil Engg, GP Sonpur


Signature of HOD
Civil Engg, GP Sonpur


Academic Co-ordinator
Civil Engg, GP Sonpur