



DEMONSTRATION WALKTHROUGH

One work, from first estimate to closing the account

A click-by-click sheet for demonstrating eTAB Works-Estimator™, arranged the way the application itself is arranged — menu by menu.

Construction of Rural Health Centre at Kotkhai, District Shimla

Agreement 18/EE-HIMUDA-DIV-SHIMLA/2026-27 · M/s Him Constructions, Shimla · percentage-rate tender at -4.50% on market rates · four running-account bills · agreement closed on a revised estimate

BEFORE YOU BEGIN

How to use this sheet

Sign in at **app.estimator.online** and open the project **Demo-Rural-Health-Centre-Kotkhai**. Every stage of this work is already prepared, checked and locked, so nothing has to be typed in front of the audience and nothing can be disturbed by a stray click — the estimate and the DNIT are read-only because the agreement is signed, and all four bills are approved.

Each stage below names the **menu** it sits under and the exact **click path**, what to **do**, what the room should **see**, and the one **figure** worth pointing at. Work down the sheet for the full story in about 55 minutes, or take only the stages your audience asked about — every screen stands on its own.

The same ground is covered as short recordings, menu by menu, at **estimator.online/videos.html** — useful to send round afterwards.

THE FIGURES YOU WILL BE POINTING AT

This work at a glance

Preliminary estimate	Rs 99,61,875	Detailed estimate — items	29 in 3 annexures
Comparative statement	Rs 73,85,842.80	Agreement (lowest bidder, -4.50%)	Rs 70,53,479.88
RA Bill 1 · 31-10-2026	Rs 18,09,552.44	RA Bill 2 · 31-01-2027	Rs 41,17,812.52
RA Bill 3 · 30-04-2027	Rs 61,09,619.71	RA Bill 4 · 31-07-2027	Rs 71,91,147.20
Cement recovered · 122 M.T issued	Rs 10,24,698.80	Steel recovered · 19.8 M.T issued	Rs 13,24,025.32
Extra item EI-01 · railing	Rs 44,100	Substitute item SI-01 · tile	Rs 62,496
Clause 10CA — material variation	Rs 2,06,035	Clause 10CC — index escalation	Rs 1,82,643
Net paid on RA Bill 4	Rs 6,98,038	Revised estimate on closure	Rs 81,63,403

Amounts are those actually stored on the demonstration file — every one of them can be traced on screen to the bill, statement or claim it came from, and each is reproduced in the printed reports the application generates.

THE ROUTE, ON ONE PAGE

Where the demonstration goes

Fifteen stages, in the order of the application's own menu bar. An engineer who knows the screens can present the whole work from this page alone; the pages that follow give every click, what the room should see, and the figure to point at.

	MENU	STAGE	STEPS	MINUTES
1	FILE	Opening the demonstration work	4	3
2	ESTIMATION	Preliminary estimate on plinth area	5	4
3	ESTIMATION	Detailed estimate, annexures, measurements	5	4
4	SOR ANALYSIS	Rates worked out on the schedule	4	3
5	MR ANALYSIS	Justification on market rates	5	4
6	DNIT	DNIT — tender terms, earnest money, Schedule 'F'	6	4
7	BIDS COMPARISON	Bids Comparison — four tenders on the table	5	4
8	AGREEMENT	Agreement — award to the lowest tenderer	5	4
9	BILLS	Bills — RA-1 in full, then RA-2 to RA-4	6	4
10	BILLS	Bills — extras, deviations and closure	7	5
11	BILLS	Deviation statement on the fourth bill	5	4
12	BILLS	Extra item and substitute item	4	3
13	BILLS	Price variation and escalation claims	4	3
14	BILLS	Revised estimate at agreement closure	4	3
15	REPORTS	Print Preview — the full set of reports	5	4
Whole route			74	56

Allow about 55 minutes for the whole route at a comfortable pace, or take the stages singly — each one opens from the menu bar and stands on its own. The same ground, menu by menu, is available as short recordings at estimotor.online/videos.html.

1 FILE MENU Opening the demonstration work

The demonstration runs on one works file that already carries the whole case, from the preliminary estimate through to the fourth running-account bill. Everything shown afterwards sits inside this single project.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
File › New / Open / Close Project...	Open the project list and select Demo-Rural-Health-Centre-Kotkhai.etab.	The work Construction of Rural Health Centre at Kotkhai, District Shimla opens, and its name stays on the header for the rest of the demonstration.	—
File › Project Particulars...	Show the particulars sheet — the name of work and the office details that print at the head of every paper issued on this work.	Each entry carries straight into the heading of every estimate, statement and bill printed later, so the work is described once and only once.	—
File › Move / Copy / Rename Project...	Open the copy and rename screen and show what it offers against the demonstration work, without taking a copy now.	A copy can be taken before any trial change and stands beside the original in the project list, so the file that goes on the record is left untouched.	—
File › Delete (workflow-ordered)...	Open the delete list and point out that it is ordered by workflow stage, latest stage first. Nothing is deleted during the demonstration.	Bills are offered for removal before the agreement, and the estimate only after both are gone, so no stage can be deleted while later work still rests on it.	—

SAY One file holds the whole work, and the office describes that work once, at the start.

2

ESTIMATION MENU

Preliminary estimate on plinth area

The case begins where an office begins — a plinth-area estimate prepared for administrative approval, before a single item of work has been written out.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Estimation › Preliminary Estimate...	Open the preliminary estimate numbered PE-DEMO3/2026-27 and show the plinth-area statement.	The plinth area is set out floor by floor — ground 420 sqm of consulting rooms, pharmacy, laboratory and waiting hall, first floor 380 sqm of ward and duty rooms.	800 sqm
Estimation › Preliminary Estimate...	Point to the plinth area rate applied and to the cost index beside it, and say that the rate is taken from the office's plinth-area rate library.	The rate carries across both floors at cost index 100 and gives the building cost, before any provision head is added.	Rs 31,500/sqm
Estimation › Preliminary Estimate...	Scroll to the provision heads and read a few aloud — internal water supply and sanitary 4 per cent, internal electric installations 12.5 per cent.	Each head adds its own amount over the building cost, with contingencies at 3 per cent and the escalation up to administrative approval at 3 per cent near the foot.	19
Estimation › Preliminary Estimate...	Show the estimate total at the foot and the period of completion of 18 months recorded with it.	The preliminary estimate closes at one figure, which is the figure that goes forward for administrative approval and expenditure sanction.	Rs 99,61,875
Estimation › PE Report / History (edit)...	Open the history sheet for the preliminary estimate and show the note the office has recorded against it.	The note stays with the estimate and prints on the history sheet, so the reason behind the figure is on the file and not in somebody's memory.	—

SAY The preliminary estimate is a document in its own right here, not a rough figure typed into a letter.

3

ESTIMATION MENU

Detailed estimate, annexures, measurements

With approval in hand the work is written out item by item. The detailed estimate is kept in annexures, so that civil and electrical work stay separate on paper but total together. The agreement is signed, so these screens now open read-only.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Estimation › Detailed Estimate (Add Items)	Open the Add Items screen and search the schedule of rates for earthwork. With the agreement in force the estimate is read-only, so the item is shown, not taken in afresh.	The schedule entry carries its code, full description, unit and rate; item 02.002.01 earthwork stands at 640 Cum in this work.	640 Cum
Estimation › Estimate Grid (edit / annexures)	Show the three annexures — A main building, B water supply and sanitary installations, C electrical and mechanical installations.	Annexure C is priced on the electrical schedule HPSR E&M 2020 while A and B are civil, and all three add into one estimate for the work.	3
Estimation › Estimate Grid (edit / annexures)	Point out the item count and note that the civil items are drawn from 11 chapters of HPSR B&R 2020.	22 civil items and 7 electrical items sit in the one grid, each with its quantity, rate and amount against it.	29
Estimation › Estimate Grid (edit / annexures)	Open Details of Measurement on the reinforcement item and show the dia-wise bar bending schedule — 16 mm, 420 bars of 12 m, and so on down the list.	The measurements add up to the quantity carried in the estimate, and the bill measurements for this item were recorded on the same sheet.	17,700.400 Kg
Estimation › Estimate Reports (PDF)	Print the abstract of cost and the detailed estimate.	Both come out in the office's own format with the work particulars at the head, ready to be placed on the technical sanction file.	—

SAY Quantities are entered once, against measurements the engineer can show, and they carry forward to the bill without being typed again.

4

SOR ANALYSIS MENU

Rates worked out on the schedule

Where the office must show how a rate was arrived at, the analysis is prepared item by item on schedule rates, and it stays attached to the estimate.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
SoR Analysis › Analysis of Rates (SoR)...	Open the analysis list and show that every item in the estimate carries an analysis of its own.	Each analysis sets out labour, material and machinery with their quantities and rates, and closes at the rate the estimate is using.	—
SoR Analysis › Analysis of Rates (SoR)...	Open the analysis of a composite item — brickwork in cement mortar 1:6 — and walk down the build-up line by line.	The mortar, the bricks and the labour that make up the rate are all on the screen; the estimate carries 132.25 Cum of this item.	132.25 Cum
SoR Analysis › Item-wise Loadings (SoR)...	Open the item-wise loadings screen and show the loading standing against a single item; the screen opens read-only while the agreement is in force.	That item's rate rests on its own loading, while every other item in the estimate keeps the loading settled for the work as a whole.	—
SoR Analysis › SoR Analysis Reports	Print the analysis of rates statement.	The statement prints item by item in the form the sanctioning authority expects, with the work particulars already at the head.	—

SAY Every rate in this estimate can be opened and shown, so a query on any one item is answered from the same file.

5

MR ANALYSIS MENU

Justification on market rates

This work was tendered on market rates, so the same items are analysed a second time on rates quoted in the market, and the basis of the higher rate is put on record.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
MR Analysis › Basic Rates Manager (MR)...	Open the market basic rates and read out the source recorded against them — Market quotation, September 2026.	11 materials carry a market rate with its source noted beside it, so the basis of the market estimate is on record with the estimate itself.	11
MR Analysis › Basic Rates Manager (MR)...	Point at the two rates that drive most of this work — cement, and TMT at Rs 5,450/qtl.	Every item using cement or steel is analysed on the rate recorded here, so the market estimate rests on one rate per material and not on rates typed item by item.	Rs 5,600/t
MR Analysis › Justification of Rates (Market)...	Open the justification and show the same items of the estimate analysed again on the market rates.	Each item shows its schedule rate beside its market rate, and that comparison is what the justification statement prints for the tender file.	29
MR Analysis › Carriage of Materials (Lead–Lift)...	Show the lead and lift recorded for materials brought to the site at Kotkhai.	The carriage worked out here is taken into the material rates used by the market analysis, instead of being added on separately at the end.	—
MR Analysis › Cost Componentwise (man/mat/machine)...	Open the cost componentwise statement.	The estimate is shown split into labour, material and machinery — the figures the office is asked for when questioned on what the work is made of.	—

SAY By the end of this stage the office holds two rates for every item and a written basis for the one it takes to tender.

6

DNIT MENU

DNIT — tender terms, earnest money, Schedule 'F'

The estimate was justified on market rates, so the tender was called on those same rates. The DNIT screen opens read-only now that the agreement is locked, and carries every term the tender document needs.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
DNIT › DNIT Details...	Open DNIT Details and show the two tender settings at the head of the screen — Tender Basis, Market rates; Tendering Type, Percentage rate.	The tender went out on the justified market rates, with bidders quoting one percentage above or below them instead of item by item.	—
DNIT › DNIT Details...	Show the NIT particulars — NIT-12/HIMUDA/2026-27 dated 15-06-2026, tenders opened 06-07-2026.	The NIT particulars stand recorded against this work and print on every tender paper afterwards without being typed again.	06-07-2026
DNIT › DNIT Details...	Show the earnest money the bidders had to deposit along with their tenders.	Rs 1,50,000 stands recorded against the work, and it is credited against the security deposit when the bills are paid.	Rs 1,50,000
DNIT › DNIT Details...	Open the material issue list on the same screen — cement and reinforcement steel issued departmentally, with cement wastage at 3%.	Cement at Rs 8,600 and steel at Rs 68,500 per M.T are on the tender's list, and the same rates come back as recovery when the contractor is paid.	Rs 8,600
DNIT › DNIT Details...	Open the Schedule 'F' tab and read down the contract terms — authorities, time allowed, security deposit and defect liability.	Schedule 'F' is filled for this work and prints with the tender document, so the terms the contractor signed are the terms on screen.	—
DNIT › DNIT Details...	Export the HP eProc BoQ workbook for the e-procurement portal, and the tender schedule alongside it.	The BoQ comes out in the official portal format carrying all 29 tendered items at their market rates, ready to upload as it stands.	29

SAY One screen holds the whole tender: the rates it went out on, the money the bidder had to put up, and the materials this office issues.

7

BIDS COMPARISON MENU

Bids Comparison — four tenders on the table

Four tenders were received and opened on 06-07-2026. They are compared on the same items the estimate was framed on, on one screen.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bids Comparison › Comparative Statement (Bid Comparison)...	Open the Comparative Statement. The tendered items and their market rates carry over from the DNIT.	The estimate column totals Rs 73,85,842.80 over the 29 quoted items, and that is the figure every bid is read against.	Rs 73,85,842.80
Bids Comparison › Comparative Statement (Bid Comparison)...	Show the four agencies against the percentage each quoted — M/s Him Constructions -4.50%, M/s Kotkhai Builders -2.75%, M/s Satluj Infra +1.20%, M/s Giri Valley +3.60%.	Each bidder has his own column priced at his own percentage, so four priced tenders stand side by side instead of four separate statements.	-4.50%
Bids Comparison › Comparative Statement (Bid Comparison)...	Read across the totals row to the lowest tender, M/s Him Constructions, Shimla.	The lowest tender stands at Rs 70,53,479.88, below the market-rate estimate, and is marked as lowest on the face of the statement.	Rs 70,53,479.88
Bids Comparison › Comparative Statement (Bid Comparison)...	Point to the tender next above it and to the highest, to show the spread within which the office took its decision.	Second stands at Rs 71,82,732.13 and the highest at Rs 76,51,733.14, so the difference the office accepted is visible without any working outside.	Rs 76,51,733.14
Bids Comparison › Comparative Statements (reports)	Print the comparative statement for the tender file.	The statement prints in the form the office puts up for approval, and the same report exports as an Excel workbook from Print Preview.	—

SAY No separate comparison sheet is prepared — the tenders are compared on the very items the estimate was framed on.

8

AGREEMENT MENU

Agreement — award to the lowest tenderer

The lowest tender was accepted and the work awarded. The agreement is locked, so the estimate and the DNIT behind it now open read-only.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Agreement › Agreement WoS Finalisation...	Open Agreement WoS Finalisation and show the accepted tender with agreement No 18/EE-HIMUDA-DIV-SHIMLA/2026-27.	The agreement stands at Rs 70,53,479.88 and every item carries its agreement rate, with the accepted percentage already built into it.	Rs 70,53,479.88
Agreement › Agreement WoS Finalisation...	Show the dates — award 20-07-2026, commencement 01-08-2026, stipulated completion 31-01-2028.	These dates govern the bills, the escalation quarters and the completion certificate, and are quoted on every paper issued for this work.	31-01-2028
Agreement › Agreement WoS Finalisation...	Show that the agreement is locked, then step back to the estimate and the DNIT and try a cell.	Both open read-only, so the tendered figures cannot be altered behind a bill that has already been paid.	—
Agreement › Letters & Notices...	Open Letters & Notices and produce the award letter for the accepted agency.	The letter comes out already carrying the work, the agency, the amount and the dates recorded on the agreement screen.	—
Agreement › Agreement Statements (reports)	Print the work order schedule at agreement rates.	The schedule handed to the contractor shows each item at its agreement rate, and every bill is measured against it.	—

SAY Award, agreement and the papers that go with it come off one screen, and once it is locked nobody can quietly change what was tendered.

9

BILLS MENU

Bills — RA-1 in full, then RA-2 to RA-4

Four running-account bills were passed on this agreement, each measured in the measurement book by the Junior Engineer and since approved and locked. RA-1 is walked through in full; the other three follow the same path.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Contractor Bill...	Open Contractor Bill at RA-1 dated 31-10-2026 and show the measurement book reference — MB 142 pages 1-38, measured by Sh. R. K. Sharma, Junior Engineer.	The bill stands against the agreement with every agreement item listed, and the measurement book reference carries on to the printed bill.	31-10-2026
Bills > Contractor Bill...	Open the bill quantities tab and the Details of Measurement behind the items measured line by line.	Each line is priced at its agreement rate on the quantity measured, and anything beyond the agreement quantity is carried into the deviation statement.	—
Bills > Contractor Bill...	Open the Secured Advance tab, showing the vitrified tiles and anodised aluminium sections brought to site, advanced at 75% of the market rate.	Rs 2,10,600 was advanced on CPWA Form 26A against material lying at site, and stands fully recovered by RA-4 as that material went into the work.	Rs 2,10,600
Bills > Contractor Bill...	Open the material issue register and show the dated cement indents and the dia-wise steel entries standing against this bill.	Every indent and challan for departmental material is on record against the work, and the quantity consumed is what comes back as recovery in the bill.	—
Bills > Contractor Bill...	Read the Bill Abstract, then the Memorandum where security deposit, income tax, CGST, SGST, labour cess and material recovery come off.	RA-1 stands at Rs 18,09,552.44 up to date, the security deposit coming off on slabs with the earnest money of Rs 1,50,000 credited against it.	Rs 18,09,552.44
Bills > Contractor Bill...	Move on through RA-2 dated 31-01-2027, RA-3 dated 30-04-2027 and RA-4 dated 31-07-2027, each on its own measurement-book folios.	Each bill carries the earlier quantities forward and pays only the work done since; the up-to-date value on RA-4 reads Rs 71,91,147.20.	Rs 71,91,147.20

SAY Four bills, each measured, deducted, approved and locked: RA-4 alone carried Rs 24,04,931.12 of deductions and a net payment of Rs 6,98,038.

10

BILLS MENU

Bills — extras, deviations and closure

The work on the ground did not follow the agreement item for item. The extra item, the substitute item, the deviations, the material account and the escalation claims are all settled from the Bills menu.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Add Extra/Substitute Items/Sanction-Approval...	Open extra item EI-01, M.S. railing in staircase and balcony, 180 Kg at Rs 245.00, sanctioned by the Executive Engineer's order dated 18-03-2027.	The railing is paid as a sanctioned extra worth Rs 44,100 — 100 Kg billed in RA-3, 180 Kg cumulative by RA-4 — and prints on its own statement.	Rs 44,100
Bills > Add Extra/Substitute Items/Sanction-Approval...	Open substitute item SI-01, ceramic glazed floor tile 300x300 mm, 60 Sqm at Rs 1,041.60, a partial substitution of agreement item 16.089.	The vitrified tile comes down from 160 Sqm to 100 Sqm and the substitute is billed separately at Rs 62,496, so both sides of the change stay on record.	Rs 62,496
Bills > Contractor Bill...	Open the Deviation tab and read the reason recorded against each deviating item.	Earthwork stands at +12% for hard strata below 1.20 m and the vitrified tile at -37.5%; each reason is the one the sanctioning authority reads.	+12%
Bills > Contractor Bill...	Open TC Cement, then TC Steel, and compare the material issued against the consumption due for the work actually executed.	Cement 122 M.T issued against 115.68 M.T consumed, recovered at Rs 10,24,698.80 by RA-4, with the steel account alongside at Rs 13,24,025.32.	Rs 10,24,698.80
Bills > Clause 10CA Material Price Variation...	Open the Clause 10CA claim, which stands on the cement and steel consumption already recorded in the four bills.	Material price variation works out to Rs 2,06,035 net payable for the period 01.08.2026 to 31.07.2027, ready to be put up for sanction.	Rs 2,06,035
Bills > Clause 10CC Price Escalation...	Open the Clause 10CC claim, taking the four quarters that match the four bills.	Index escalation over the four quarters comes to Rs 1,82,643 on the notified indices, and prints as a statement for sanction.	Rs 1,82,643
Bills > Revised Estimate (Agreement Closure)...	Open the Revised Estimate that closes the agreement, and read the Reasons for Variation recorded against each item.	Against an agreement of Rs 70,53,479.88 the revised estimate stands at Rs 81,63,403, with the reason for every variation written alongside it.	Rs 81,63,403

SAY Nothing is compiled afresh at closure — the revised estimate is built from the same bills the contractor was actually paid on.

11

BILLS MENU

Deviation statement on the fourth bill

The work did not finish exactly as tendered. Seven items moved, up or down, and each movement was recorded on the bill as it was measured. This stage shows where that record sits and what it prints as.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Contractor Bill...	Open Contractor Bill and select RA-4 dated 31-07-2027, the last running-account bill passed on this work.	The bill opens approved and read-only, and the up-to-date value of work stands at the head of the screen.	Rs 71,91,147.20
Bills > Contractor Bill...	Move to the Deviation tab on the same screen and read down the seven items that moved against the agreement.	Each line shows the agreement quantity against the quantity executed, with the variation beside it; earthwork stands first on the list.	+12%
Bills > Contractor Bill...	Stop on item 16.089, vitrified tile 300 mm, and read the reason recorded against it.	The line shows a reduction of 37.5 per cent, with the note that the balance area was executed as the substitute item.	-37.5%
Bills > Contractor Bill...	Show that the reason column carries the engineer's own wording — hard strata below 1.20 m, revised drawing R-04, grill deleted from scope.	What the sanctioning authority will read is what the measuring officer recorded on the bill, against the item it belongs to.	—
Bills > Bill Report (latest bill)	Take the Bills menu straight to the latest bill's report set and open the deviation statement.	The statement prints with agreement quantity, executed quantity and the recorded reason on every deviating item.	—

SAY Every deviation here was measured in the ordinary course of billing and the reason was recorded with it, so closure has nothing left to reconstruct.

12

BILLS MENU

Extra item and substitute item

One item was ordered that the agreement did not carry, and one agreement item was part-substituted at site. Both were sanctioned once and then billed in instalments alongside the agreement work.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Add Extra/Substitute Items/Sanction-Approval...	Open the extra and substitute items screen for this work.	Two lists appear — one extra item EI-01 and one substitute item SI-01 — each with its sanction particulars beside it.	—
Bills > Add Extra/Substitute Items/Sanction-Approval...	Read out EI-01, providing and fixing M.S. railing in staircase and balcony, 180 Kg at Rs 245.00, sanctioned vide the Executive Engineer's order dated 18-03-2027.	The item stands at Rs 44,100 with its sanction on the same row, so the authority for it is never separated from the figure.	Rs 44,100
Bills > Add Extra/Substitute Items/Sanction-Approval...	Show SI-01, ceramic glazed floor tile 300x300 mm, 60 Sqm at Rs 1,041.60, a partial substitution of agreement item 16.089.	The agreement item stands reduced from 160 Sqm to 100 Sqm and the substitute carries the balance area.	Rs 62,496
Bills > Contractor Bill...	Return to RA-4 and show both billed in stages — 100 Kg of railing and 30 Sqm of tile in RA-3, 180 Kg and 60 Sqm by RA-4.	The RA-4 split reads work order Rs 70,84,551.20, extra items Rs 44,100 and substitute items Rs 62,496, kept apart on the face of the bill.	Rs 70,84,551.20

SAY An extra or substitute item is sanctioned once and then paid for in instalments like any other item, so nothing is re-entered bill after bill.

13

BILLS MENU

Price variation and escalation claims

The agreement runs eighteen months, from commencement on 01-08-2026 to a stipulated completion of 31-01-2028, and prices moved over that period. Two claims follow — material price variation under Clause 10CA and index escalation under Clause 10CC — both worked on quantities the bills have already established.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Clause 10CA Material Price Variation...	Open the 10CA screen and take the meeting through cement and reinforcement steel for the period 01.08.2026 to 31.07.2027.	Cement moves from base Rs 6,300 to Rs 7,150 and steel from Rs 56,800 to Rs 62,400, and the net payable stands at the foot.	Rs 2,06,035
Bills > Clause 10CA Material Price Variation...	Point at the consumed quantities on the claim — cement 115.051 M.T and steel 19.329 M.T — and tie them back to the material issue register on the bill.	The claim rests on what the work actually consumed, not on a fresh statement drawn up for the occasion.	115.051 M.T
Bills > Clause 10CC Price Escalation...	Open the 10CC screen and show the four quarters set against the four running-account bills.	Each quarter carries its labour and material indices, from 272 and 155.1 in Q1 to 292 and 166.0 in Q4, over base indices 268 and 152.4.	Rs 1,82,643
Bills > Clause 10CC Price Escalation...	Read the terms standing at the head of the screen: escalable portion 85 per cent, material weight 75 per cent, labour weight 25 per cent.	The whole claim sits on one page, quarter by quarter, in the form it will be put up against the contractor's application.	85%

SAY Both claims are drawn from bills the office has already passed, so checking one means checking figures the division has seen before.

14

BILLS MENU

Revised estimate at agreement closure

With the last bill passed, the division has to put up a revised estimate for sanction. This stage shows that paper being read off the work as executed.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Bills > Revised Estimate (Agreement Closure)...	Open the revised estimate screen and read the top line — the agreement amount.	The agreement figure stands against the work actually executed, listed item by item down the page.	Rs 70,53,479.88
Bills > Revised Estimate (Agreement Closure)...	Walk down past the executed work to the extra items line and on to the revised cost of work.	Actual executed Rs 70,84,551.22 with extra items Rs 44,100 added gives the revised cost of work.	Rs 71,28,651.22
Bills > Revised Estimate (Agreement Closure)...	Show the loadings below it — 2 per cent quality control and labour cess, 3 per cent contingencies, 9 per cent departmental charges.	The revised estimate closes at its sanction figure, with every loading on a separate line the audit can follow.	Rs 81,63,403
Bills > Revised Estimate (Agreement Closure)...	Show the Reasons for Variation column, which carries the note recorded against each deviating item and shows open for the office to reword at closure.	The closure paper carries the same explanation as the deviation statement, against the same items.	—

SAY This is the paper the division has to put up for revised approval, and it is ready the moment the final bill is passed.

15

REPORTS MENU

Print Preview — the full set of reports

Everything entered from the preliminary estimate onwards has been printing all along. The demonstration closes by opening the single list where all of it is kept.

CLICK PATH	DO THIS	THE ROOM SEES	POINT AT
Reports > Print Preview — all reports...	Open Print Preview and read down the report list, from the preliminary estimate to the revised estimate.	The reports for this one work are listed in the order the work was done, from estimate through tender and agreement to closure.	34
Reports > Print Preview — all reports...	Pick the deviation statement, then the extra item statement and the substitute item statement, letting each render in turn.	Each opens as a finished page under the HIMUDA heading, ready to print and sign, with no re-entry of anything shown earlier.	—
Reports > Print Preview — all reports...	Move through the bill papers: the four bill abstracts, the four memoranda of payment, secured advance on CPWA Form 26A, and the TC statements for cement and steel.	The memorandum for RA-4 shows deductions of Rs 24,04,931.12 and the net amount paid to the contractor at its foot.	Rs 6,98,038
Reports > Print Preview — all reports...	Finish on the closure set — Clause 10CA, Clause 10CC and the revised estimate.	The three papers the office has to put up together are produced together, against the one work and the one agreement.	—
Reports > Print Preview — all reports...	On any tabular report, use the Excel export to take the same statement out as a workbook.	The statement leaves as a workbook with the same rows and totals, fit to attach to an office note or a monthly return.	—

SAY Everything the meeting has watched being entered is on this one list, and any of it can be printed or taken into Excel without a figure being typed twice.