113. To facilitate the preparation of estimates, a schedule of rates of each kind of work commonly executed should be prepared annually in each district, and the rates entered in an estimate should generally agree with the schedule rates, but where from any cause these are considered with the schedule rates, but where from any cause these are considered not sufficient, or in excess, a detailed statement must be given in the data sheet showing the manner in which the rate used in the estimate is arrived at. [G.O.Ms. 606, P.W.D., Dt. 26—3—1966]

114. In the case of materials supplied departmentally, the rates allowed to the contractor should not allow any profit on the cost of materials.

115. When an extra percentage is allowed on account of special local conditions such as in the case of out-of-the-way tank restoration scheme works, it should be so stated in a note at the end of the data statements accompanying schedules of rates, and this extra percentage should not be described as contractor's profit.

116. The schedule of rates should be prepared on the basis of rates prevailing in the locality, and as it is used for the important purpose of preparing estimates and is also used as a guide in settling rates in contract agreements, necessary analysis of the rates for each description of work and the varying conditions thereof should be given as far as practicable.

In working out the rates for the tenders to be accepted for works in the division, during the twelve months preceding the date on which their preparation is due to begin, any tendency of the rates and prices to rise or fall should be taken into account. When rates and prices are changing rapidly the Superintending Engineer should issue orders at any time, that a certain percentage should be added to or deducted from all the rates or from certain specified rates or from rates for certain specified classes of items, e.g., for materials or for labour. In the data accompanying the schedule of rates for works, the contractor's profit should not be added as a separate item.