WORKED DOCUMENT EXAMPLE

Annotated fictional interior BOQ example

Use this example to check how a bill of quantities is structured and controlled. All quantities and descriptions are fictional. Rate and amount cells are bidder inputs: this is not a quotation, cost benchmark or substitute for coordinated drawings, specifications and professional measurement.

Document basis

Document field	Fictional example entry	Why it matters
Project	Sample two-bedroom apartment renovation	Names the property and keeps the BOQ tied to one defined project.
Issue	Tender issue T1 - 11 August 2026	Every bidder should price the same dated revision.
Design basis	Fictional drawing register A-001 to A-012 and specification S-01	The BOQ organizes information; references connect each item to its design basis.
Measurement status	Measured, provisional or allowance - identified row by row	A precise-looking number should not conceal incomplete information.
Pricing rule	Bidder enters unit rate and extended amount; taxes shown separately	The same response format makes returns easier to normalize.

How to use the example

1	**Confirm issue**	Match the BOQ, drawings, specification and instructions.	2	**Price as issued**	Enter a rate or state why a row is excluded or included elsewhere.	3	**Clarify departures**	Log assumptions, substitutions and changed quantities.	4	**Freeze the record**	Identify the accepted revision before work and payments begin.

SHEET 1

Worked BOQ rows with annotations

The rows illustrate common control points, not a complete project scope. In a real tender, every description must be coordinated with the project documents and site facts.

Item	Section / location	Description and reference	Qty	Unit	Status	Rate	Amount	Annotation
P-01	Preliminaries / all areas	Protect retained finishes; daily access and debris controls. Ref: S-01/2.	1	sum	Defined	Bidder	Bidder	Name boundaries, duration assumptions and excluded society charges.
D-02	Demolition / kitchen	Remove existing base cabinets; segregate and dispose off site. Ref: D-104.	6.4	rmt	Measured	Bidder	Bidder	State the measurement line and whether disconnection or making good is elsewhere.
W-03	Waterproofing / bathroom	Prepare floor and 300 mm upturn; apply specified system; perform documented flood test. Ref: A-207, S-01/6.	3.2	sqm	Measured	Bidder	Bidder	A system, extent and test duty are more useful than 'waterproofing complete'.
E-04	Electrical / living room	Reposition socket point including wiring route, accessory, testing and making good. Ref: E-103.	4	point	Provisional	Bidder	Bidder	Define what one point includes and mark quantity uncertainty.
C-05	Ceiling / bedrooms	Gypsum ceiling on specified framework, openings measured net; access panels separate. Ref: RCP-201.	31.5	sqm	Measured	Bidder	Bidder	Rules need to say how openings, drops and edge profiles are treated.
J-06	Joinery / bedroom 1	2,400 mm-wide wardrobe; named substrate, exposed/internal finish, edges and hardware. Ref: J-401.	1	no.	Defined	Bidder	Bidder	Overall size plus construction and hardware identifies the deliverable.
A-07	Allowance / lighting	Decorative light fixtures, supply only; selection pending. Installation in E-08.	1	sum	Allowance	Owner sets	Owner sets	Keep the allowance visible and say how the final selection is added or credited.
H-08	Handover / all areas	Testing records, care information, final cleaning and consolidated snag closeout.	1	sum	Defined	Bidder	Bidder	Closeout is a priced deliverable, not an assumed courtesy.

Pricing note: a blank rate is ambiguous. Ask each bidder to state whether an item is included elsewhere, excluded, not applicable or awaiting information.

SHEET 2

Control and tender-return checks

Use these fields beside the priced BOQ. They expose weak inputs and commercial departures before a total is treated as comparable.

Control	What to record	Example status	Resolution before comparison
Document register	Each drawing, schedule, specification and instruction revision issued	T1 register attached	Reissue one complete set if bidders received different revisions.
Quantity basis	Drawing, survey or specialist schedule behind each measured quantity	W-03 from A-207	Mark any unverified site dimension provisional.
Responsibility interface	Who supplies, installs, connects, protects, tests and warrants	A-07 supply only	Assign E-08 installation and testing explicitly.
Unpriced rows	Bidder explanation for every blank or zero	E-04 blank	Classify included, excluded, not applicable or unresolved.
Alternatives	Compliant base response plus separately priced substitution	J-06 hardware alternative	Compare the base first; evaluate the alternative separately.
Arithmetic	Quantity x rate, subtotals, carry-forward, discount and tax	Check pending	Correct formulas and obtain a consolidated return.
Programme basis	Lead times, owner inputs, access and sequencing assumptions	Lighting selection due	Align procurement dates before accepting the programme.
Exclusions	Scope, fees, statutory costs, access, disposal and making good	Society charge excluded	Price or allocate the exposure; do not hide it in notes.

Tender-return normalization

Bidder	Return revision	BOQ total	Tax basis	Material departures	Clarification status	Comparable total
A						
B						
C						

SHEET 3

Clarifications, revisions and changes

Preserve the path from issued BOQ to accepted appointment and then record post-appointment changes against that frozen basis.

Clarification register

ID	Date	Item / document	Question or departure	Response / responsibility	Issued to all?	Closed in revision
C-01						
C-02						
C-03						
C-04						

Issue and revision record

Revision	Issue purpose	Date	Changed items / documents	Prepared / checked	Recipients	Supersedes
T1						
T2						
C1						

Post-appointment change record

Change ID	BOQ item	Added / omitted scope	Quantity effect	Rate and basis	Time effect	Approval / date	Account status
V-01							
V-02							
V-03							

USE NOTE	Adapt with the project's appointed professionals. CPWD's Works Manual is an official reference for measurement, variation and payment administration: cpwd.gov.in/Publication/CPWD_Works_Manual_2022_13122022.pdf. This fictional example is educational only; it is not legal, quantity-surveying or cost advice and does not establish current Mumbai rates.