

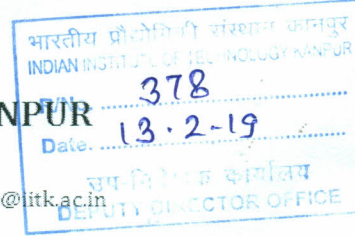


INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Central Stores & Purchase Section

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No.: S&P/2018-19/...463

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2018-19.

Ref: Circular No. IITK/AA/FBC/2018-19 dated 5th February 2019.

With reference to Circular cited above all departments/sections/units are requested to please follow the below mentioned dates strictly with regard to procurement of materials and services:-

1. **Two Bid System**

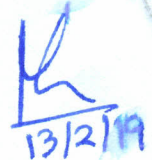
- (a) Last date for uploading Open Tender Enquiry on eProcurement Portal: **22nd Feb 2019**
- (b) Last date for uploading Single Tender Enquiry on eProcurement Portal: **8th Mar 2019**

2. **Single Bid System**

- (a) Last date for receipt of complete purchase indent duly approved by the competent authority : **15th Mar 2019**
- (b) Submission of pending inspection reports in order to complete the pending files : **15th Mar 2019**
- (c) Submission of Physical Stock/Inventory Verification Report 2019 : **12th April 2019**

Since related purchase orders need to be issued on or before 31st March 2019. All departments/sections/units are requested to kindly adhere to the above deadline dates strictly.

We look forward to cooperation of all in ensuring accurate and timely closing of FY 2018-19 accounts.


13/2/19

(Dr. Manindra Agrawal)
Deputy Director

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