



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION

No: S&P/2021-22/...
05th Jan 2022

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2021-22.
Ref.: Circular No. IITK/AA/FBC/2021-22 dated 3rd December 2022.

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. Government e Marketplace (GeM)

(a) For products/services available on GeM

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|-----------------------------------|--------------------------------|
| - Comparing 3 OEM's (upto 5 lacs) | 04 th Feb 2022(Fri) |
| - Placing bid | 21 st Jan 2022(Fri) |

(b) For products/services not available on GeM-placing custom bid 14th Jan 2022(Fri)

2. Last date of placing tenders on CPP Portal after GeM Process 14th Jan 2022(Fri)

3. Submission of pending Inspection reports in order to complete the Pending files 04th Mar 2022(Fri)

4. Submission of Physical Stock/Inventory Verification Report 08th Apr 2022(Fri)

Since related purchase/work orders need to be issued on or before 20th Feb 2022(For F.Y. 2021-22), 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 2021-22 accounts.


(Dr. Onkar Dikshit)
DOAD


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