



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**CENTRAL STORES & PURCHASE SECTION**

No: S&P/2020-21/...  
11<sup>th</sup> Feb 2021

**OFFICE MEMORANDUM**

**Subject: Regarding closing of accounts for the financial year 2020-21.**

**Ref.: Circular No. IITK/AA/FBC/2020-21 dated 01<sup>st</sup> February 2021.**

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

- Comparing 3 OEM's (upto 5 lacs) 12<sup>th</sup> Mar 2021(Fri)
- Placing bid 26<sup>th</sup> Feb 2021(Fri)

(b) For products/services not available on GeM-placing custom bid 19<sup>th</sup> Feb 2021(Fri)

2. Last date of placing tenders on CPP Portal 19<sup>th</sup> Feb 2021(Fri)

3. Submission of pending Inspection reports in order to complete the Pending files 12<sup>th</sup> Mar 2021(Fri)

4. Submission of Physical Stock/Inventory Verification Report 16<sup>th</sup> Apr 2021(Fri)

Since related purchase/work orders need to be issued on or before 15<sup>th</sup> Mar 2021(Mon), 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 2020-21 accounts.

  
(Dr. Onkar Dikshit)  
DOAD  


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