OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2016-17.


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 opening of Technical bids : 07th Mar 2017.
   
   (b) Last date for opening of Financial bids : 10th Mar 2017.

2. **Single Bid System**
   
   (a) Last date for opening of bids : 10th Mar 2017.

3. Last date for receipt of complete purchase indent duly approved by the competent authority : 17th Mar 2017.


Since related purchase orders need to be issued on or before 31st Mar 2017, 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 2016-17 accounts.

(Manindra Agrawal)
Deputy Director

To: nonstudents@lists.iitk.ac.in