

# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## CENTRAL STORES & PURCHASE SECTION

No: S&P/2016/.196  
1<sup>st</sup> Mar 2016

### OFFICE MEMORANDUM

**Subject:** Regarding closing of accounts for the financial year 2015-16.

**Ref.:** Circular No. IITK/AA/FBC/2015-16 dated 22<sup>nd</sup> February, 2016.

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 : 08<sup>th</sup> Mar 2016.  
(b) Last date for opening of Financial bids : 10<sup>th</sup> Mar 2016.

#### 2. Single Bid System


- (a) Last date for opening of bids : 10<sup>th</sup> Mar 2016.

3. Last date for receipt of complete purchase indent duly approved by the competent authority : 18<sup>th</sup> Mar 2016.

4. Submission of pending Inspection reports in order to complete the Pending files : 15<sup>th</sup> Mar 2016.

Since related purchase orders need to be issued on or before 31<sup>st</sup> Mar 2016, 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 2015-16 accounts.

  
(A.K.Chaturvedi)  
Deputy Director

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