



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION

No: S&P/2025-26/752

Dated: 29th Dec 2025

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2025-26.
Ref.: Circular No. IITK/AA/FBC/2025-26/ dated 23rd December 2025.

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

Sl. No.	Description	Last date for submission of the proposals
1.	Government e-Marketplace (GeM)	
(a)	For the Products/services that are available on GeM.	
	(i) Purchase through Comparison Method (comparing of 3 OEM's – Upto 10 Lakh)	12 th February 2026 (Thu)
	(ii) Purchase through placing Bids	05 th February 2026 (Thu)
(b)	For the Products/services that are not available on GeM- placing through custom bids	23 rd January 2026 (Fri)
2.	Last date for placing tenders on CPP Portal after GeM Process	20 th January 2026 (Tue)
3.	Submission of pending Inspection reports to complete the pending files	10 th March 2026 (Tue)
4.	Submission of Physical Stock/Inventory Verification Report	07 th April 2026 (Tue)

Since, as per the circular dated 23.12.2025, the related purchase/work orders need to be issued on or before 27th Feb 2025 (For F.Y. 2025-26). Hence, all the departments/sections/units are requested to kindly strictly adhere to the above deadline dates.

We look forward to all cooperation in ensuring accurate and timely closing of FY 2025-26 accounts.

Vaibhav Sinha
29/12/2025
Dean (Administration)

To: nonstudents@lists.iitk.ac.in