Indian Institute of Technology, Kanpur Office of the Dean of Infrastructure and Planning

DOIP/IITK/2021/OO-01 Date: 16/06/2021

OFFICE ORDER

Subject: Regarding the procedures to be followed for publishing of tenders by Institute Works Department (IWD).

As per prevailing norms, E procurement portal of Government of India must be used for procurement of goods and services and works inviting tenders. Central Public Procurement Portal (CPP) must be used for works tenders, whereas the tenders for goods and services must be uploaded in CPP and GeM portal.

The process of uploading the details of tender enquiry, its corrigendum and award details on to the CPP portal should be done only through IIT Kanpur credentials only, i.e., login ID and password created for IITK and should follow the exact procedure as adopted by **Store & Purchase Section** of the Institute.

The followed points must be implemented:

- Tender documents should be standalone with all required details in respect to the nature of work, bill of quantity, drawings, etc.
- Once the tender is uploaded, tender details/input form and receipt from CPP portal should be submitted to DOIP office within three working days along with DOIP Form: 104 N (attached).
- The tenders must also be published for viewing purpose in the portal for IWD tenders in the Institute website with correct summary and should provide the link centralized procurement portal (CPP, GEM as applicable) as mandated by Government of India.
- It should be ensured that all uploaded tenders must be visible under the search option for organization "Indian Institute of Technology Kanpur".
- Henceforth, the use of any third-party websites such as tender hall, tender wizard, tender home to upload institute tenders should be discontinued with immediate effect.
- A tender creator should be identified for creating the tenders in the portal, who is a
 permanent employee of the Institute and is vastly proficient of computer application
 must be identified.
- A published tender must be verified for the correctness of documents by the concerned Executive Engineer.
- 8. The details of the tender creator should be shared with DOIP office.

The tender process must strictly follow GFR17 norms. Deviation if any need prior approval by the Deputy Director/Director

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.

Dean of Infrastructure and Planning

Copy to:

- 1. Director
- 2. DY. Director
- 3. Registrar
- 4. Jt. Registrar, F & A
- 5. SE, IWD
- 6. Web master for circulation among all concerned



INDIAN INSTITUTE OF TECHNOLOGY KANPUR Office of the Dean of Infrastructure & Planning

DOIP: 104 N

*TS & NIT Information form

1. Work Details	
Name of the Work	
Request Number*	
2. Ref. to Administr	rative Approval
Authority	
No & date	
Amount	
*3. Ref. to Technic	al Sanction
Scope of Work	
Authority	
No & date	
Amount	
Scope of work for we sanctioned estimate	hich tenders have been called for, clearly indicating the additions/deductions in the by the administrative authority and justification for the changes in specifications if any
D (ation & approval of Technical Sanction by DOIP in case of any changes in PAR / Detailed
Date of recommend	ation & approval of Technical Saliction by Both in case of any changes in Table administrative sanction was accorded
estimate for which a	diffinistrative switches in the second secon
Date of recommend	ation & approval of Draft tender document by DOIP in case of any changes in the document
submitted to DOIP	office in tender stage
* Attach a copy of	TS sanctioned by technical authority/ recommend and approved by DOIP in case of
any changes with	104N for reference.
5. Ref. to approval	of NIT
Authority	
No & date	
Estimate Amount pu	t to tender
6 Ref to Publicity	
(Attach copy of ut	ploaded tender details form and receipt from eProcurement System)
	oncerned Executive Engineer (also, Tender Publisher):
8. Name of the N	odal Officer, In-charge of E-procurement:
	nny, from Tender Creator
9. Comments, if a	ny, nom render cicator
	Date: (dd / mm / yyyy)
(Signature of Ter	nder Creator) Date: (dd / mm / yyyy)

TS & NIT form should be submitted within 3 working days of uploading tender in CPP portal.