



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION

No: S&P/2022-23/ 984
26th Dec 2022

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2022-23.

Ref.: Circular No. IITK/AA/FBC/2022-23/49 dated 14th December 2022.

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) 20th Feb 23 (Monday)

- Placing bid 03rd Feb 23 (Friday)

(b) For products/services not available on GeM-placing custom bid 27th Jan 23 (Friday)


2. Last date of placing tenders on CPP Portal after GeM Process 27th Jan 23 (Friday)

3. Submission of pending Inspection reports in order to complete the pending files 10th Mar 23 (Friday)

4. Submission of Physical Stock/Inventory Verification Report 10th Apr 23 (Monday)

Since related purchase/work orders need to be issued on or before 28th Feb 2023 (For F.Y. 2022-23), 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 2022-23 accounts.


(Dr. Braj Bhushan)
DOAD

To: nonstudents@lists.iitk.ac.in