



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Central Stores & Purchase Section

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Ref. No. S&P/2024-25/57

Dated: 11/07/2024

OFFICE ORDER

To streamline our procurement process and ensure timely delivery of goods, Delivery Period (DP) extensions may be granted by the competent authority under the following terms and conditions:

1. The first delivery period extension may be granted without LD clause (late delivery/penalty) after receipt of valid reason from the supplier and recommendation of PI / Indenter.
2. Subsequent delivery period extensions will be mandatory with the LD clause as per the terms and conditions of the purchase order.

or

In exceptional circumstances, the competent authority may waive the LD clause.

Apart from this, while making a Technical Evaluation Report, the Technical Evaluation Committee must include the delivery period in the report, as provided by the supplier in their quotation, to avoid extensions.

Further, PI / Indenters are hereby requested to inform the suppliers to strictly adhere to the delivery timelines agreed upon in the purchase order. Failure to meet these deadlines will result in a Late Delivery penalty as stipulated in the rules. Your co-operation will be greatly appreciated.

This issues with the approval of the Competent Authority.

Vaibhav Srivastava
11/7/24
Dean (Administration)

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. Registrar
5. Dy. Registrar (R&D)
6. Dy. Registrar (F&A)
7. Dy. Registrar (Internal Audit)
8. All Heads of the Departments/IDPs/Centres/Sections/Unit-in-Charges
9. Website through Webmaster