

# 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:

1. Tender documents should be standalone with all required details in respect to the nature of work, bill of quantity, drawings, etc.
2. 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)**.
3. 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.
4. It should be ensured that all uploaded tenders must be visible under the search option for organization "Indian Institute of Technology Kanpur".
5. 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.
6. 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.
7. 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.

9. 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

