

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

DOIP/IITK/2021/OO-03  
Date: 23/11/2021

OFFICE ORDER

**Subject: Regarding the procedures to be followed for tender uploading and further processing for the Institute Works Department (IWD)**

The process of uploading the details of tender enquiry, its corrigendum and award details on to the CPP portal should be done exclusively through **Store & Purchase Section** of the Institute. **The Institute Works Department (IWD) will supply the softcopy of the tender documents along with the tender input form to DOIP office for scrutiny and further processing through Store & Purchase Section. No hard copy submission of any documents will be required for the tender participants.**

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