

No.98-VGL-25  
Government of India  
Central Vigilance Commission  
(CTEO)

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi – 110 023  
Dated the 30<sup>th</sup> April, 2007

**OFFICE MEMORANDUM**

**Circular No.14/4/07**

**Sub: Use of Products with standard specification.**

A case has come to the notice of the Commission that the user department one organisation requisitioned an item of non-standard size. Requisitioning of item with non-standard size resulted in issue of Non-availability certificate' by the stores keeper although the same item of standard size was already available in the stock. Citing urgency, the item was procured by the user department at 10 times the cost of the standard item by inviting limited quotations.

1. In order to avoid such occurrences, it is reiterated that the items with standard specifications only should be stipulated in the bid documents. In case, items with non-standard specifications are to be procured, reasoning for procuring such items may be recorded and reasonability of rates must be checked before placing order.

Sd/-  
(Smt Padmaja Varma)  
Chief Technical Examiner

To  
All CVOs of Ministries/ Departments/ PSUs/ Banks/ Insurance Companies/ Autonomous  
Organisations/ Societies