

No.98-VGL-25  
Government of India Central  
Vigilance Commission  
(CTEO)  
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Date- 26.04.07

**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 organization 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.

2. 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 CVO's of Ministries / Departments/ PSU's/ Banks/ insurance / Companies/ Autonomous Organisations/ Societies/ Uts.