

4. SPECIFICATIONS

a) Use Of Products With Standard Specification

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Commission has issued the following guidelines on specifications:

Use Of Products With Standard Specification

A case has come to the notice of the Commission that the user department of 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 store 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.

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