

Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Coordination Section

No. IITD/ICDN/2009/2455

Dated: 29.12.2009

Subject: - Repeats Orders

It is envisaged in rule 5.2 of Comprehensive Stores & Purchase Rules'2008 that-

“The indenter after being fully satisfied that the items already procured by any Department after following the complete purchase procedure, meets(s) the requirement and there is no technical/Scientific change(s) in the item may purchase the same within ninety days from the date of originally processed order after the approval of the CFA”

It is experienced that the spirit of repeat orders as envisaged above has not been taken in proper manner while processing files on repeat order basis resulting in inconvenience in pre-audit stage for obtaining approval of the competent authority.


In order to avoid such situation in future cases as well as to keep more transparency in procurement it is reiterated that the following guidelines and condition need to be followed while processing purchase through Repeat Purchase Orders:-

REPEAT ORDERS

Repeat Orders may be placed on the following conditions:

1. Within ninety days from the date of the original order.
2. The items to be ordered again should be of identical specification.
3. The purchase should be satisfied that there is no downward trend in the market price.
4. The quantity to be ordered shall not exceed that quantity in the original order.
5. The original order should not be an 'emergency' order or an order placed on "Different place of Delivery" basis.
6. Efforts should be made to obtain quantity discount from the supplier.
7. The value of the Repeat Order should not exceed Rs.25,00,000/-.

All Heads of Depts./Centre's/Sections/Units/Cells are requested to kindly bring this to the notice of all Faculty and Officers of the Institute.


(Kalyan Kr. Bhattacharjee)
Asstt. Registrar (CDN)

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4. Prof. In charge (Store & Purchase)

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