

CHAPTER VIII

REPEAT ORDER

8.1. Definition

Repeat order means an order placed on the same firm on whom a supply order has already been placed for meeting the requirement of Stores at the same rates and on the same terms and conditions.

8.2. Government Instructions

As per Government instructions contained in letter No. 2770-51B(2)-71/23450 dated 29/7/1975 and 10/1/11-51B-82 dated 16-7-82 and No. 10/1/11-51B-II/80 dated 25-11-82 the conditions for placing of repeat order are as under :—

- (i) Repeat order can be placed within 2 months of the date of issue of original supply order.
- (ii) The value of repeat order shall not exceed the value of the original order.
- (iii) The Indenting Officer shall have to give a certificate that there has been no downward trend in the rates after the placement of original supply order.
- (iv) The Indenting Officer shall state the reasons as to why the additional demand could not be anticipated at the time of placing of original requirements.
- (v) Repeat order cannot be placed where original purchase has been finalised on the basis of short term quotations or by spot purchase.
- (vi) Repeat order cannot be placed where the lower rates have been ignored due to longer delivery period or non submission of tested sample/test report.
- (vii) Where the quantity has been reduced in the original indent subsequently so as to bring the purchase within the purview of standing Purchase Committee (Lower), the repeat order shall not be placed.
- (viii) The Indenting Department shall have to send requirement within 45 days of the placement of original supply order so as to give 15 days time to the Directorate to process the case for placing of repeat order.
- (ix) The Director Supplies & Disposals is the competent authority to place such repeat order and no approval of the Standing Purchase Committee is required.
- (x) Where an amendment has been made in the supply order, and the delivery period is ordered to be counted from the date of such an amendment, the period of two months for placing the repeat order shall be counted from the date of placement of the original order and not from the date of amendment.

8.3. The above instructions have been incorporated in Rule 33, which has been newly added vide Govt. Notification No. 2205/2. FD-B-III-84 dated 24-8-84.