

☎ 08554-275806 (O)

240801 (R)

274081 (F)

ANANTAPUR - 515 001 (A.P.)



Dr. B. JANARDHAN REDDY, I.A.S.,
COLLECTOR & DISTRICT MAGISTRATE

Rc. No. CCO/64/2010

Dated: 21-03-2010

Note to all the District Officers in Anantapur District

It has been observed that procurement is done based on quotations even for bigger amounts. The following precautions should be taken whenever services or goods are procured.

1. Open tender system
2. Even if it is open tender system the existing rates in the market should be verified and all precautions should be taken and see that the services or material procured are at lesser rates than the market rates and not more than the market rate. The intention of the open tender system is to procure the services or goods at lower rates.
3. Adequate devices should be designed to cross check the samples and after thorough verification of the material supplied and after getting satisfied with the quality, payment should be made.


**District Collector,
Anantapur**