



भारतीय प्रौद्योगिकी संस्थान कानपुर  
Indian Institute of Technology, Kanpur  
प्रशासन अनुभाग



Administration Section

March 05, 2025

**Office Order**

**Subject: Constitution of Standing Committee for Technical Specification Review**

In the interest of ensuring transparency, fairness, and compliance in procurement processes, a **Standing Committee for Technical Specification Review** is hereby constituted with immediate effect. The committee will review technical specifications in all procurement cases exceeding ₹1 crore, as well as cases below ₹1 crore that involve vendor complaints or raise concerns.

**Composition of the Committee**

1. **Head of the Department** – Chairman
2. **Technical Expert from another department** – Member
3. **Special Expert (if required)** – Member
4. **Indenter** – Member

The committee shall undertake the following functions:

- Review and validate technical specifications before finalizing tender documents.
- Unopened technical bids will also be reviewed to ensure that the specifications are not unnecessarily restrictive.
- Address significant issues arising in tenders post-opening, if deemed necessary, and recommend corrective actions.
- Recommend modifications to the technical specifications of published tenders, if required, leading to the issuance of a corrigendum.
- The committee's recommendations will be included in Form P-01B or the Purchase Proposal.

This order is issued for immediate compliance by all concerned.

*Vaibhav Srivastava*

**Kumar Vaibhav Srivastava**  
**Professor & Dean, Administration**

*[Signature]*

Copy to:

- 1) Director
- 2) Dy. Director
- 3) All Deans
- 4) Registrar
- 5) All Heads of Departments/IDPs/Centres/Sections/Unit-in-charges
- 6) Website through webmaster (Central Stores and Purchase Section)