

CHECK LIST FOR BILL SUBMISSION - for Service Contracts						
A.	GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)					
A.1	BTN (as per BTS System):-					
A.2	Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)					
A.3	PO Number					
A.4	Name of Vendor					
A.5	Location of work :			MW / RBD/ FOJ/ TU / 61Park/Vendor's premises		
I. For RA Bill (Running/Progressive bill) (Put ✓ Mark)				YES	NO	NA
A.6	PO Number and date verified with Invoice:					
A.7	Vendor Name & Address in Invoice verified with Purchase Order:					
A.8	Vendor Code as in PO verified with Invoice:					
A.9	Original certified WDC enclosed :					
A.10	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp					
A.12	HSN/SAC code is as per PO					
A.13	GSTIN No. is as per PO					
A.14	GST % is as per PO					
A.15	Security Deposit (SD) submitted as per PO					
A.16	PBG of equivalent amount submitted, as per PO					
A.17	Compliance of Statutory Liabilities of labour as per PO					
II. Applicable for Final/Balance Bill (Put ✓ Mark)						
A.20	Certified Job Completion Certificate (JCC) enclosed					
A.21	MRS as per PO terms enclosed (If applicable)					
A.22	Guarantee Period (GP) expired as per PO term					
A.23	PBG of equivalent amount submitted, if GP is not over (If Yes, copy to enclose with the bill)					

Signature of Vendor's representative
with Seal/Stamp

Note: Transaction fee of Rs. 500.00 for first return & Rs. 1000.00 for subsequent return of bill with inappropriate documents will be charged.

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B.	To be checked and verified by Bill certifying authority (Put ✓ Mark)	YES	NO	NA
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet(SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put ✓ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed(if GP is not over)			

Signature of GRSE Bill Certifying Authority
with Designation
