

CHECK LIST FOR BILL SUBMISSION – CONTRACTORS बिल जमा हेतु जांच सूची - ठेकेदार

| CONTRACTOR BILL NO ORDER NO | PARTY CODE DATE DATE | |
|--|--|--------------------------|
| 1. | BILL IN ORIGINAL PLUS THREE COPIES DULY CERTIFIED WITH JOB NO. BY THE DESIGNATED PERSON OF THE PRODUCTION / ORDERING DEPARTMENT – SUBMITTED. | <input type="checkbox"/> |
| 2. | JOB COMPLETION CERTIFICATE OF DESIGNATED AUTHORITY – ENCLOSED. | <input type="checkbox"/> |
| 3. | NECESSARY SAP SERVICE ENTRY MADE BY PL/NOMINATION REP. OF GRSE AND SAP SES SHEET ENCLOSED | <input type="checkbox"/> |
| 4. | BANK GUARANTEE, AS REQUIRED BY THE TERMS OF THE ORDER HAS BEEN SENT TO FINANCE IN BANK'S SEALED ENVELOPE. | <input type="checkbox"/> |
| 5. | SECURITY DEPOSIT AS PER ORDER SUBMITTED. | <input type="checkbox"/> |
| 6. | FORM 83/84 FOR WORKS CONTRACT SUBMITTED. | <input type="checkbox"/> |
| 7. | MATERIAL RECONCILIATION STATEMENT AS PER THE TERMS OF THE ORDER – ENCLOSED. | <input type="checkbox"/> |
| 8. | INSURANCE POLICY AS PER TERMS OF THE ORDER – ENCLOSED | <input type="checkbox"/> |
| 9. | GST REGISTRATION NO. WHEREVER APPLICABLE, IS MENTIONED IN THE INVOICE. | <input type="checkbox"/> |
| 10. | ANY OTHER SPECIFIC DOCUMENTS AS PER ORDER. | <input type="checkbox"/> |
| I | | <input type="checkbox"/> |
| II | | <input type="checkbox"/> |
| III | | <input type="checkbox"/> |
| 11. | DEDUCTION/ RECOVERY TO BE MADE [FOR USE OF BILL CERTIFICATION DEPARTMENT] | <input type="checkbox"/> |
| I | | <input type="checkbox"/> |
| II | | <input type="checkbox"/> |
| III | | <input type="checkbox"/> |

NOTE TRANSACTION FEE OF RS 500.00 FOR FIRST RETURN & RS 1000.00 FOR SUBSEQUENT RETURN OF BILL WITH INAPPROPRIATE DOCUMENTS WILL BE CHARGED.