

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR :: INDIA**

For Head of the Department / Indentor / Purchaser

**COVER SHEET**

The following information must bear the Cover Sheet while sending any Bill to Finance &amp; Account Section for payment.

1. Name of the Work:-	
2. Estimated Amount approved:-	
3. Date of Notice Inviting Tender:-	4. Numbers of Participants:-
5. Whether Comperative Statement prepared and Checked or not:-	6. Whether lowest rate accepted or not? If not, reasons thereof:-
7. Whether GFR-2017 have been followed or not, if not, reasons thereof:-	
8. Purchase/Work Order No. & Date:-	
9. Vendor's Name :-	
10. Vendor's GST Identification Number:-	
11. Vendor's Invoice/Bill No. & Date:-	
12. Vendor's Challan No & Date:-	13. Nos. of days of deviation of supply-
14. Main Gate Entry Register No.:-	Page No.:-
	SI No.:-
	Date:-
15. Date of installation of Plant. Machinery, Equipment and its performance report during and after the trial run whether any defects has been noticed or not:-	
16. Extension of time, if any, for supply with approved reasons:-	
17. Stock Book Page No. & Date:-	Measurement Book Page No. & Date-
18. Normal Warranty Period ensured by the supplier:-	
19. Provision of Post-Warranty Service:-	
20. Central Stock Register No.:-	Page No.:-
	Date:-
21. Head of Account:-	
22. Mode of Payment : <input type="checkbox"/> Cheque or <input type="checkbox"/> RTGS/NEFT along-with Mandate Form <i>(Tick any one)</i>	
Cheque in favour of :-	
For RTGS/NEFT Payment	Vendor/Beneficiary Name:-
	Bank & Branch Name:-
	Account No.:-
	IFS Code:-
23. Recommendation of HOD with Sign. Seal	
<i>Payment may be released</i>	
Signature of Indentor/Purchaser with Date	

Dealing Assistant (Finance &amp; Accounts)

Dy. Registrar (Finance &amp; Accounts)

Dealing Assistant (Internal Audit)

Asstt. Registrar (Internal Audit)

**REGISTRAR****DIRECTOR**

**-: NATIONAL INSTITUTE OF TECHNOLOGY: DURGAPUR :-**  
**-: MAHATMA GANDHI AVENUE : WEST BENGAL : INDIA :-**

**BILL CERTIFICATE / ADJUSTMENT BILL**

Certified that all the articles detailed in the attached Bill No. \_\_\_\_\_ dated \_\_\_\_\_ of **M/S** \_\_\_\_\_ for Rs. \_\_\_\_\_ Paise have been duly received in good condition in accordance with the basis of Order placed for the purchase and entered in Measurement Book Page No. .... also in relevant Stock Book Page No. .... and that the quantities are correct, the quantity are good, the rate are not in excess of the accepted rates and that suitable notes of payment have been recorded on the counterfoil of Order Book and Suppliers both Original / Duplicate Invoices concerned to prevent double payment. Quotations / Tender were called for the purchase and the lowest rate in respect of the quantity of good accepted and that the prices originally quoted by the suppliers and accepted by this Office are inclusive / exclusive of sales tax and other charges.

The bill may now be paid out of \_\_\_\_\_ of Non Plan / Plan grant for the year 20 \_\_\_\_\_ - \_\_\_\_\_ .

**Signature of HOD with Seal**