

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

SPONSORED RESEARCH AND CONSULTANCY CELL

For Head of the Department /Indenter/ Purchaser

SUMMARY SHEET**FOR PAYMENTS OF BILLS**

DEPTT..... SRCC Project Reg. No.....

Project Sanction Order /File No.....

1. INDENTER :

Name:.....

Deptt..... EmployerID:..... Mob.....

Signature of Indenter:.....

The Materials are delivered / installed satisfactorily

WO/PO No:..... Dated.....

Signature of Indenter:..... Dated.....

2. CERTIFICATE FROM THE ASST./DY./JOINT REGISTRAR (SRCC):

I. Whether purchase procedure followed:.....

II. Whether financial approval obtained:.....

III. Financial approval granted by **Director / Registrar / Dean (R&C)****Signature of Asst./Dy./Jt. Registrar (SRCC):**..... **Date:**.....**NOTED (IF ANY):**

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COVER SHEET*The following information must bear the cover Sheet while sending any Bill to SRCC for payment.*

1. Name of the Work:											
2. Estimated Amount approved:											
3. Date of notice Inviting Tender:						4. Numbers of Participants:					
5. Whether the Comparative Statement prepared and Checked or not:						6. Whether lowest price accepted or not? If not, reason thereof:					
7. Whether GFR-2017 / terms & condition embodied have been followed or not, if not, reasons thereof:											
8. Purchase / Work Order No. & Date:											
9. Vendor's Name:											
10. Vender's GST Identification No:											
11. Vendor's Invoice/Bill No. and Date:											
12. Vendor's Challan No. and Date:						13. Nos. of days of deviation of Supply:					
14. Percentage of deviation of work between actual work and work order placed:											
15. Main Gate Entry Register No:						Page No:		Sl. No:		Date:	
16. Date of installation of plant, Machinery, Equipment and its performance report during and after the trial run, whether any defect has been noticed or not:											
17. Extension of time, if any for supply with approved reasons :											
18. Stock Book Page No. & Date:						Measurement Book Page No. & Date:					
19. Normal Warranty Period ensured by the supplier:											
20. Provision of Post-Warranty Service:											
21. Central Stock Register No.						Page No:		Date:			
22. Head of the Account: Equipment / Consumable / Contingency / Travel /Others _____											
23. SRCC Project Reg. No:											
24. Mode of Payment: <input type="radio"/> Cheque or <input type="radio"/> RTGS/NEFT or <input type="radio"/> Other(s) along-with Mandate form (Tick any one)											
25. <input type="radio"/> I have paid the bill(s) amount, kindly reimbursement in below A/c. details (Tick if reimbursement)											
Cheque in favour of:											
For RTGS/NEFT Payment	Vendor/Beneficiary Name:										
	Bank & Branch Name:										
	Account No:						IFSC Code:				
Recommendation of HOD With Sign. Seal										<i>Payment may be released</i>	
Signature of Indenter/Purchaser with date & Seal											

Superintendent (SRCC)

Asst./Dy./Jt. Registrar (SRCC)

Dealing Assistant (Internal Audit.)

Dy.Registrar (Internal Audit)

DEAN (R & C) / REGISTRAR

DIRECTOR

BILL CERTIFICATE/ADJUSTMENT BILL

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

In this context, myself undersigned, make the following two mandatory declarations.

Declarations:

1. "I am _____ personally satisfied that these goods are in requisite quality and specification and have been purchased from a supplier with a reasonable price."
2. "Certified that we _____, members of the departmental purchase and tender committee are jointly satisfied that the goods recommended for the purpose are of requisite specification and quality, priced at the prevailing market rate and the suppliers are recommended is reliable and competent to supply the goods in question."

The bill may now be paid out from **Equipment / Consumable / Contingency / Travel / Others** _____ for the year _____

Signature of Indenter/Purchaser with Seal

Signature of HOD with Seal