



# राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর  
**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India  
For Head of the Department / Indenter / Purchaser

## COVER SHEET

The following information must bear the Cover Sheet while sending any Bill to Finance & 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 Comparative 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 Indenter/Purchaser with Date			

Dealing Assistant (Finance & Accounts)

Joint Registrar (Finance & Accounts)

Dealing Assistant (Internal Audit)

Asstt. Registrar (Internal Audit)

REGISTRAR

DIRECTOR



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**BILL CERTIFICATE / ADJUSTMENT BILL**

Certified that all the articles detailed in the attached Bill No. \_\_\_\_\_ dated \_\_\_\_\_ of M/S \_\_\_\_\_ for Rs. \_\_\_\_\_ Paisa 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 quantities are correct, the quantity is good and the rate is not in excess of the accepted rates and that suitable notes of payment have been recorded on the counterfoil of the Order Book and the 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 is 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 of the requisite quality and specification and have been purchased from a supplier at a reasonable price".
2. Certified that we ..... members of purchase committee are jointly satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

The bill may now be paid out of ....., Non Plan / Plan grant for the year .....

**Signature of HOD with Seal**