

**CHECK LIST FOR VENDOR
(CHITTARANJAN LOCOMOTIVE WORKS)**

Check list to be submitted along with bills to the Stores Accounts CLW Chittaranjan

Nature of Bills: Proforma Invoice / Advance Payment Bill / 100% Bill / Balance Payment Bill.

1) The bill is prepared in the standard format marked original and bears the signature of the vendor.	Yes	No
2) The bill is free from all erasures. Corrections if any have been attested by the vendor with signature and date	Yes	No
3) In case of PI (Proforma Invoice), the bill is submitted along with Pay Orders issued by the concerned Depot/ department and Railway Receipted Challan Countersigned by AMM or SMM/RB or AMM or SMM/CLW/HWH and Inspection certificate duly countersigned by Inspecting authority in case of 90% to 98% bill. Receipt note in case of balance payment bill 100% payment has been submitted along with the bill.	Yes	No
4) The description of the material mentioned in the bill and the quantity is in accordance with mentioned in the Purchase Order received from COS.	Yes	No
5) Rates are given in both words & figures.	Yes	No
6) Whether the material has been inspected by the inspecting authority mentioned in the Purchase Order and if so, necessary inspection certificate duly countersigned by inspecting authority has been submitted along with the bill.	Yes	No
7) Whether the Receipted Challan/ Receipted Note/ Railway Receipt has been submitted along with the bill. (in case of FOR Ex. Works. Railway receipt should be certified by receiving Officer on the Challan.	Yes	No
8) The material has been delivered within the delivery period (i.e. date of Railway Receipt in case of FOR Ex. Works and date of CRS in case of material supplied to the consignee) if not the same has been extended by the competent authority.	Yes	No
9) Where the material not been supplied within the delivery period, it is to be mentioned whether the delivery date is extended by the Competent Authority.	Yes	No
10) Where price variation has been claimed, IEEMA/IICL/BME etc., Circulars reflecting the price along with PVC calculation sheets duly authenticated by the authorized signatory relevant to the formulae under which the material is supplied is submitted. (In case extensions of delivery date with DC, two calculations are required to be furnished one taking the contractual delivery period and another taking actual delivery period. The lowest one is accepted. Normally date of call inspection is taken as delivery date if not otherwise mentioned in the Purchase Order.	Yes	No
10) A. Whether the date of call for inspection/ date of clearance has been indicated in inspection certificate.	Yes	No
11) Extra Charges (freight, packing & forwarding and excise duty claimed in the bill are in accordance with the terms & conditions of Purchase Order and supported with documentary evidence.	Yes	No
12) If VAT is claimed in the bill, reference to the VAT Registration No of the supplier has been given.	Yes	No
13) Address of the Firm as well as Bank Account No. & the name of the Bank, Branch are furnished.	Yes	No
14) In case of 2% or 10% balance payment against receipt note bill, reference to 98% or 90% has been furnished.	Yes	No
15) Bank guarantee for warrantee/ free supply materials/ Advance payment is attached (where required).	Yes	No
16) Prototype Inspection certificate in original is attached. (In case of bill for prototype supply).	Yes	No
17) Certificate to the effect all the supplementary claims has been taken into account while submitting 100% or balance payment (final bill) (preferably with no-payment certificate).	Yes	No
18) In case of accepted bill, the bill is routed through concerned consignee/ Inspecting Officer.	Yes	No

Place:
Date:

Signature of the Vendor/Supplier