

CHECK LIST FOR SUPPLIERS' BILLS (STOCK ITEMS)

1. Bill, in original, and in standard prescribed format (**S.2817**) with signature of authorized signatory and **seal of firm** duly revenue stamped
2. In the bill, all the requisite details viz., firm's name and address, P.O.No. and date, serial no. of P.O., consignee, material description, quantity, rate, packing charges freight, other charges, HSN code, **GST rates (CGST, SGST & IGST) and their respective amounts** and total amount of bill both in figures and words shown
3. Invoice in original with signature of authorized signatory and **seal of firm** and with all the requisite details viz., firm's name and address, P.O.No. and date, consignee, material description, quantity, rate, packing charges, freight, other charges, **HSN code, firms' GST No., Recipient's GST No., GST rates (CGST, SGST & IGST) and their respective amounts (ensure that there is no variation amongst P.O., bill and invoice)** and total amount of invoice both in figures and words
4. **Supplier's copy of Receipt Note** in original, for 100% claims and balance amount claims i.e. 2% & 5%
5. If downloaded copy enclosed, ensure **"signature valid"** or **"Tick mark" (√)** shown therein
6. **Receipted Challan** (in case of Advance payment) duly signed by authorized signatory of depot officials
7. Receipt Notes with **"cross" mark** should have the **signature and seal of the depot officials concerned**
8. GST registration certificate
9. **ITC declaration** (Input Tax Credit Declaration) – **"Any additional input tax credit benefit, if become available to supplier, the same shall be passed on to purchaser without any delay"** as verbatim as hereof to be enclosed with each bill
10. **Inspection Certificate** in original duly signed by authority concerned as per P.O. terms
11. Proforma Invoice (when 100% Advance payment claimed before receipt of material) duly signed by authority concerned
12. BHEL price list (as same as the price adopted in the bill)
13. Delivery Challan
14. Railway Receipt in original, wherever applicable
15. Guarantee / Warranty Certificate
16. Works Test Certificate
17. PVC calculation sheet duly signed by authorized signatory with documentary evidences (viz., IEEMA, Vedanta price list, etc.,) for adopting escalation/de-escalation in basic price of materials supplied on PVC) duly certified by Notary Public
18. Modification Advice on extension of delivery date where supplies made after original delivery date, Inspection terms (i.e. from RITES inspection to Consignee, etc.,), changes in quantity - increase/decrease, changes in rates and values of P.O., changes in distribution of quantities to consignees, changes in serial nos., inclusion of new serial nos., etc.
19. Cancelled cheque in original (if not already submitted) and in the case of any change in Bank
20. NEFT mandate in original duly attested by the Banker
21. **As per extant orders, TDS will be recovered @ 2% of the bill value (excluding the tax component) for the P.O.s valuing more than Rs.2.5 lakh.**

[Handwritten Signature]
S. J. J. J. J.