



Biswa Bangla Biswabidyalay

Shibpur, Bolpur, Birbhum – 731204, W.B

For Head of the Department/Indenter/Purchaser

COVER SHEET

1. Name of the Work :-	
2. Estimated Amount approved :-	
3. Date of Notice Inviting Tender :-	4. Number of Participants:-
5 Whether Comparative Statement prepared and Checked or not :-	6. Whether lowest rate accepted or not? If not, reasons thereof-
7. Whether WBFR/ 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 :-	
16. Extension of time, if any, for supply with approved reasons: -	
17. Stock Book Page No. & Date (Dept-wise) :-	18. 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 Account	
23. Mode of Payment: () Cheque or () RTGS/NEFT along-with Mandate Form(Tick any one)	
24. Cheque in favour of:-	
25. NEFT	Vendor/Beneficiary Name:-
	Bank & Branch Name:-
	Account No :- IFS Code :-
26. Recommendation of HOD with Sign. & Seal	Payment may be released

Signature of the Indenter/Purchaser with Date

Finance officer/ Assistant Accountant

Registrar

Vice Chancellor



বিশ্ব বাংলা বিশ্ববিদ্যালয়

BISWA BANGLA BISWABIDYALA

Bolpur, Shibpur Pin-731204, West Bengal

BILL CERTIFICATE/ADJUSTMENT BILL

Certified that all the articles detailed in the attached Bill No dated of M/S..... for Rs.

.....Paisha have been duly received & 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