



BISWA BANGLA BISWABIDYALAY

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No : BBB/Reg/Notification_ Purchase/2025/692

Date: 01-12-2025

Notification

It is notified for information of all concerned that the University Authority has decided that while processing Invoice/Bill/Reimbursement of purchase items by this University, the following documents must be submitted along with the purchase/ bills documents:-

1. Cover Sheet
2. Bill Certificate/ Adjustment Bill

All Course Coordinators/ Assistant Course Coordinators of all P.G. Departments and Heads of the Administrative Departments of this University are requested to kindly comply with the aforesaid directive of the Authority for processing of the bills properly.

By order of the Hon'ble Vice Chancellor


(A. Das) 01/12/2025 Registrar
Biswa Bangla Biswabidyalay
Registrar (Acting) Bolpur, Birbhum
West Bengal

No : BBB/Reg/Notification_ Purchase/2025/692/1(7)

Date: 01-12-2025

Copy forwarded for information & necessary action to:-

1. Office of the Hon'ble Vice Chancellor, BBB
2. Office of the Finance officer, BBB
3. Office of the Controller of Examinations, BBB
4. All Co-ordinators/Assistant Co-ordinators of the PG Departments, BBB
5. Deputy Registrar, BBB
6. All Officers of the BBB
7. Guard File


Registrar (Acting) 01/12/2025 Registrar
Biswa Bangla Biswabidyalay
Bolpur, Birbhum
West Bengal



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.

.....Paisa 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