

CHECK LIST

FOR RECURRING/NON-RECURRING PURCHASE FILES

Please Note: Each page of the file must be serially numbered from bottom to top.

Sl. No.	Indenter will ensure to provide the following documents before processing the file for payment	Document page no.
1.	Purchase proposal approved by the competent authority is attached. Obtain CA approval for time extension for delayed supply/Late delivery.	
2.	All types of procurement are to be made from GeM only, if any item is not available on GeM, then providing non availability certificate from GeM portal is mandatory.	
3.	Three Quotations in case of Local Purchase committee procurement are enclosed. The Comparative Statement of 3 quotations is enclosed.	
4.	Proprietary Article Certificate (PAC) is attached in case of purchase made from specific vendor.	
5.	The Fixed Assets Number is recorded for all assets procured by the Purchase/Estate Section/department.	
6.	The Gate entry, Department stock entry and Central Store entry must be obtained on original bill.	
7.	Original invoice is to be verified & signed by indenter and write as "Paid by me" in case of reimbursement.	
8.	The invoice must be provided in Original only; photocopy shall not be entertained. The invoice should have GST No and bank account details of the vendor.	
9.	All the payments are to be made through digital mode only and cash payments are to be avoided except in exceptional cases for small amount.	
10.	The clear recommendations for payment should be there in form wherever it is applicable.	
11.	Installation Report/Delivery Challan/Warranty Certificate from OEM in case of equipment/instruments is mandatory to be enclosed.	
12.	The GeM purchase file must have GeM Invoice, Contract order & CRAC report duly verified by indenter.	
13.	Budget booking in Original duly signed by indenter & HOD is attached	
14.	The Indenter, HOD/S&P section must provide clear recommendations for release of EMD payment.	
15.	In case of Honorarium & TA/DA payment to experts attach duly filled in and verified form, amount to be claimed, Bank Accounts details, and PAN number of expert. The indenter will also provide duly verified Toll receipts & Original Bills/tickets.	

Please Note: This check list is to be attached on the Top of the file and Indenter will tick against each document and do mention the page no in earmarked column. In case of any document is not applicable (NA), please write 'NA' in the page number column.

Signature of the Indenter