



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
Under Ministry of Education, Govt. of India



No. NITRR/F&A/2024-25/ 488

Dated: 17 May 2024

NOTICE

Based on the common observations found in the procurement bills submitted to Accounts Section, check-lists have been prepared to facilitate thorough checking of bills at department level before submission to Accounts Section.

2. Following checklists based on amount of bill and mode of procurement are annexed:
 - (a) **Annexure-A** : Checklist for bills related to procurement of goods/services amounting upto 25,000/- (Outside GeM).
 - (b) **Annexure-B** : Checklist for bills related to procurement of goods/services amounting upto 25,000/- (Through GeM).
 - (c) **Annexure-C** : Checklist for bills related to procurement of goods/services amounting between 25,000/- and 2,50,000/- (Outside Gem).
 - (d) **Annexure-D** : Checklist for bills related to procurement of goods/services amounting between 25,000/- and 5,00,000/- (Through Gem).
3. All the bills falling under above categories must be forwarded alongwith the checklist for payment.
4. This has been issued with the approval of competent authority.

Dy Registrar(F&A)
NIT Raipur (CG)

Copy:

1. The Director, NIT Raipur for kind information
2. Registrar, NIT Raipur
3. All Deans, HODs, Heads of Centre and Section Heads
4. Core Committee Members
5. Webmaster, for uploading on institute website under Accounts Section Forms

CHECKLIST FOR PROCUREMENT BILLS AMOUNTING
UPTO Rs. 25,000/-
(OUTSIDE of GeM)

Sl No	Details of Document/Certificate	Enclosed (Yes/No)	Page No
1.	Fully Vouched Contigent (FVC) bill duly filled and signed by intender & HOD/Section Head		
2.	Original Tax Invoice/Bill of supply (GST No. of NIT Raipur i.e 22AAAJN0643G1ZN must be mentioned on the bill)		
3.	Original Financial & Administrative approval of Competent Authority for current FY		
4.	GST Registration details of Vendor		
5.	Proper Bank Details of Vendor		
6.	Acceptance certificate & Stock entry certificate by concerned department/section on the back side of Tax Invoice/Bill		
7.	Duly signed certificate by competent authority for purchase of goods valuing upto Rs.25,000/- without quotation as per Rule 154 of GFR & Notice No.NITRR/F&A/2017-18/9883 dated 18 May 2017		
8.	Stock Entry certificate on the back side of Tax Invoice/Bill by Centralized Stores & Purchase department (Authy: Rule 208 of GFR & Order No.NITTR/R-1/2016/128 dated 21 Apr 2016)		
9.	GeMAR&PTS Report for non availability on GeM (on or before purchase date)		
10.	Warranty Certificate from date of installation (duly counter-signed by HOD/PI/Intender)		
11.	Delivery Challan (duly counter-signed by HOD/PI/Intender)		
12.	Installation Report for equipments/instruments (duly counter-signed by HOD/PI/Intender)		

Signature of HOD/PI/Section Head

Dy. Registrar (S&P)/ Dy. Registrar (F&A)

CHECKLIST FOR PROCUREMENT BILLS AMOUNTING

UPTO Rs. 25,000/-

(THROUGH GeM)

Sl No	Details of Document/Certificate	Enclosed (Yes/No)	Page No
1.	Fully Vouched Contigent (FVC) bill duly filled and signed by intender & HOD/Section Head		
2.	Original Tax Invoice/Bill of supply (GST No. of NIT Raipur i.e 22AAAJN0643G1ZN must be mentioned on bill)		
3.	Original Financial & Administrative approval of Competent Authority for current FY		
4.	GST Registration details of Vendor		
5.	Proper Bank Details of Vendor		
6.	Acceptance certificate & Stock entry certificate by concerned department/section on the back side of Tax Invoice/Bill		
7.	Stock Entry certificate on the back side of Tax Invoice/Bill by Centralized Stores & Purchase department (Authy: Rule 208 of GFR & Order No.NITTR/R-1/2016/128 dated 21 Apr 2016)		
8.	GeM Invoice		
9.	Gem Contract		
10.	Consignee Receipt & Acceptance Certificate (CRAC)		
11.	Warranty Certificate from date of installation (duly counter-signed by HOD/PI/Intender)		
12.	Delivery Challan (duly counter-signed by HOD/PI/Intender)		
13.	Installation Report for equipments/instruments (duly counter-signed by HOD/PI/Intender)		

Signature of HOD/PI/Section Head

Dy. Registrar (S&P)/ Dy. Registrar (F&A)

**CHECKLIST FOR PROCUREMENT BILLS AMOUNTING
MORE THAN Rs. 25,000/- and UPTO 2,50,000/-
(OUTSIDE OF GeM)**

Sl No	Details of Document/Certificate	Enclosed (Yes/No)	Page No
1.	Fully Vouched Contigent (FVC) bill duly filled and signed by intender & HOD/Section Head		
2.	Original Tax Invoice/Bill of supply as per PO/VO (GST No. of NIT Raipur i.e 22AAAJN0643G1ZN must be mentioned on bill)		
3.	Original Financial & Administrative approval of Competent Authority for current FY		
4.	GST Registration details of Vendor		
5.	Proper Bank Details of Vendor		
6.	Purchase/Work Order Copy		
7.	Minimum 03 Vendor Comparative Statement and other related documents duly signed by DPC members		
8.	Pre-audit copy		
9.	Acceptance certificate & Stock entry certificate by concerned department/section on the back side of Tax Invoice/Bill		
10.	Stock Entry certificate on the back side of Tax Invoice/Bill by Centralized Stores & Purchase department (Authy: Rule 208 of GFR & Order No.NITTR/R-1/2016/128 dated 21 Apr 2016)		
11.	GeMAR&PTS Report for non availability on GeM (before PO/VO date)		
12.	Warranty Certificate as per PO from date of installation (duly counter-signed by HOD/PI/Intender)		
13.	Delivery Challan (duly counter-signed by HOD/PI/Intender) (E-way bill in case of bill amounting more than 50,000/-)		
14.	Installation Report for equipments/instruments (In case of Computer items Belarc or similar report), duly counter-signed by HOD/PI/Intender		
15.	Performance Bank Gaurantee as per PO/VO		

Signature of HOD/PI/Section Head

Dy. Registrar (S&P)/ Dy. Registrar (F&A)

CHECKLIST FOR PROCUREMENT BILLS AMOUNTING
MORE THAN Rs. 25,000/- and UPTO 5,00,000/-
(Through GeM)

SI No	Details of Document/Certificate	Enclosed (Yes/No)	Page No
1.	Fully Vouched Contigent (FVC) bill duly filled and signed by intender & HOD/Section Head		
2.	Original Tax Invoice/Bill of supply as per PO/VO (GST No. of NIT Raipur i.e 22AAAJN0643G1ZN must be mentioned on bill)		
3.	Original Financial & Administrative approval of Competent Authority for current FY		
4.	GST Registration details of Vendor		
5.	Proper Bank Details of Vendor		
6.	GeM Contract		
7.	GeM generated Comparative Statement and other related documents duly signed by DPC members		
8.	GeM Invoice		
9.	Acceptance certificate & Stock entry certificate by concerned department/section on the back side of Tax Invoice/Bill		
10.	Stock Entry certificate on the back side of Tax Invoice/Bill by Centralized Stores & Purchase department (Authy: Rule 208 of GFR & Order No.NITTR/R-1/2016/128 dated 21 Apr 2016)		
11.	Consignee Receipt & Acceptance Certificate (CRAC)		
12.	Warranty Certificate as per GeM Contract from date of installation (duly counter-signed by HOD/PI/Intender)		
13.	Delivery Challan (duly counter-signed by HOD/PI/Intender) (E-way bill in case of bill amounting more than 50,000/-)		
14.	Installation Report for equipments/instruments (In case of Computer items Belarc or similar report), duly counter-signed by HOD/PI/Intender		
15.	Performance Bank Gaurantee as per GeM Contract		

Signature of HOD/PI/Section Head

Dy. Registrar (S&P)/ Dy. Registrar (F&A)