

M/12026/2/2014
Government of India
Ministry of Commerce(Supply Division)
Directorate General of Supplies & Disposals
(C&T I Directorate)
Jeevan Tara Building 5-Parliament Street, New Delhi-110001

Dated: 03-09-2014

Sub: Instructions on inspection and processing of Bills for the supplies made against supply orders placed on DGS&D rate contract, with CCA as Paying Authority along with provision of third party inspection i.e. inspection by an agency other than QA wing of DGS&D.

To address the problem in verification of manually issued I Notes for making payment for the supplies made against Supply orders placed on DGS&D rate contract, with CCA as Paying Authority along with provision of third party inspection i.e. inspection by an agency other than QA wing of DGS&D, it has been decided that till the suitable improvement in the DGS&D e Procurement system are made to ensure availability of online I-notes even in case of third party inspection, the indentors and paying authority (CCA) in relaxation of earlier issued instructions, shall adhere to the following instructions, in case of such supply orders:

a. For processing received Bills for supply Orders placed against DGS&D rate contracts with CCA as Paying Authority and inspection by third party inspection agency i.e. an agency other than QA, DGS&D:

Such bills shall be processed by CCA on the basis of manual I notes issued by Third Party Inspection Agencies i.e. other than QA, DGS&D. In case any clarification is required the same would be obtained from the respective indentor. Such I Notes may also be countersigned by the respective indentor who had placed the supply order against DGS&D R/C.

b. For processing Bills (to be received in future) for Supply Orders placed against DGS&D Rate contracts with CCA as Paying Authority and inspection by third party inspection agency i.e. an agency other than QA, DGS&D:

(i) All indentors are advised to use a standard Performa of I/Note (Performa given at Annexure-A). Required number of copies of I Notes are to be issued and submitted as prescribed under per Para 14.21 of the DGS&D manual.

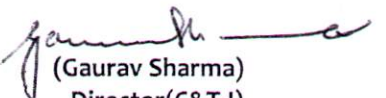
(ii) Indentors are advised to ensure that manual I Notes issued by 3rd party Inspection agencies i.e. other than QA, DGS&D are counter signed by them, before same are sent to the paying authority [CCA] along with the claim of the supplier for payment purpose. The Indentor shall also upload countersigned copy of manual I/Note on DGS&D website linked with relevant supply order.

c. Necessary facility under e-Procurement application of DGS&D shall be provided to allow uploading of countersigned manual I/Note copy by indentor, duly linked with the relevant supply order, and also for retrieval of the same by CCA(Supply) and DGS&D as and when required.

d. CCA shall continue to make payment on the basis of manual I Notes issued by 3rd party Inspection agency other than QA, DGS&D duly countersigned by the respective indentor, if otherwise in order as per the terms prescribed in the supply order/Rate contract.

This issues with the concurrence of DG(S&D).

Encl: As above; Annexure-A (No. Of Pages:2)


(Gaurav Sharma)
Director(C&T-I)

For Director General of Supplies and Disposals

To

Through DGS&D website:

1. All Secretaries of the Ministries/Departments in the Government of India
2. All Financial Advisers of the Ministries/Departments in the Government of India
3. All Purchase and Quality Assurance Directorates of DGS&D HQ

Continued/2

4. All DGS&D Regional Purchase/QA Officers & Sub Centres
5. All DDGs-Purchase and Quality Assurance including Regional Offices
6. All indentors/ Vendors -

Copy to:

1. PPS to DG(S&D)
2. Chief Controller of Account, Department of Commerce (SD), New Delhi(*)
3. DDG(S) DGS&D(*)
4. DDG(QA), DGS&D (*)
5. DCOA, Mumbai/Chennai/Kolkata
6. Sr. Technical Director, NIC. DGS&D(*)/(**)
7. Director(IF), DGS&D
8. Director (Vigilance), DGS&D
9. Dir(P&C)
10. Director(OL): for translation in Hindi for upload on DGS&D website
11. Director (s). Department of Commerce (Supply Division), Udyog Bhawan. New Delhi 110001 for information

(*) Please find enclosed here with minutes of the meeting held on 19-08-2014 on the subject above.

(**) NIC is requested to provide on priority, necessary facility under e-Procurement application of DGS&D to allow uploading of countersigned manual I/Note copy by indenter duly linked with the relevant supply order, and retrieval of the same by CCA(Supply) and DGS&D as and when required.

Annexure-A

Name of Indenting Organisation				I Note Copy No.:		1/2/3/4/5/6/7 <i>(strike out whichever is not applicable)</i>			
I Note No:				I Note date:					
INSPECTION NOTE									
Rate contract Number and date:				Supplier:					
Supply Order No. and date				Manufacturer address:					
Indentor details as per Supply Order:				Consignee Address:					
Stores put for Inspection:				Stores inspected at:					
				Stores inspected on [from (date) to (date)]:				From	To
S. No.	Item No. In R/C	Description of stores	Total quantity ordered	Alt. No.	Accounting units	Quantity tendered	Quantity Inspected	Quantity rejected	Total quantity accepted
No of Items in I Note:									
Packaging details:									
Period of validity of the I Note till		_____ for dispatch purposes							
Place:						Signature of Inspector			
Date:						Designation of Inspector:			
TO BE ENTERED ON INSPECTOR'S OFFICE COPY ONLY									
				No. And date of Railway Receipt returning rejection					
				Received the rejection on					
				Contractor's signature:					
To be entered on the copies No. Balance payment , Accounts Office and Consignee's copies of the Inspection note by the contractor in case in which Advance 90%/95%/98% payment has been claimed No. And date of Advance 90%/95%/98% payment bill.									

I Note No:

I Note date:

RECEIPT CERTIFICATE

(To be completed on copies No. Advance Payment, Balance Payment, Accounts Office and Consignee's copies for Final 100% payment and on copies No. Balance Payment, Accounts Office and Consignee's copies for Advance 90%/95%/98%. Payment and Balance 10%/5%/2% payment).

1. Certified that the stores as accepted in this I Note have been received in good condition subject to the remarks at 3 below.
 - (a) Railway Receipt No. and date Station of dispatch of stores
 - (b) Actual date of delivery
2. The stores have been brought to account under Receipt Voucher No..... in my Transit/Stock etc. (to be filled in)..... account for the period, Month.....Year.....
3. Detail of recoveries proposed by the consignee in respect of deficiency/breakage and/or freight etc. which should be made from the contractor under the terms of the contract.

(a) Detail of discrepancies attributable to the carrier:-

Item	Reason	Amount	Item	Reason	Quantity

Circle or area

Station

Signature
Designation

Dated.....

(In the case of Local Delivery)

This is a provisional receipt. It only be tokens the receipt of stores by the consignee and is without prejudice to his rights of inspection and rejection under the general condition to contact. It is issued on said to contain basis, the contractor remaining responsible for providing the total quantities, actually delivered.

Station.....

Date.....

Signature on Consignee.....
Designation (with rubber stamp).....

Note:-

1. This certificate should be signed in ink by the Consignee specified in the A/T or S/Order. Where this is not possible or inconvenient it should be signed in ink by an official duly authorised by the consignee in that behalf. In such cases the official signing the receipt certificate should indicate his designation of the official on whose behalf he is signing.
2. Consignee must return these copies with his remarks as required within from the date of receipt of stores.
3. In case of total rejection, Payment Copies would not be issued.