



भारत सरकार  
Government Of India  
रेल मंत्रालय  
Ministry of Railways  
डीजल रेलइंजन आधुनिकीकरण कारखाना, पटियाला  
DIESEL LOCO MODERNISATION WORKS  
PATIALA-147 003(PUNJAB)

कार्यालय  
प्रमुख वित्त सलाहकार  
OFFICE OF  
PRINCIPAL FINANCIAL ADVISER  
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No. DMW/A/cs/SB/Misc/2009/04

Dated 01.07.2020

**Sub:- Online Digital Bills submission by the Suppliers for payment through “E-tender-goods and services (New)” Module of IREPS created by M/s CRIS**

In view of the instructions issued by Railway Board from time to time on the subject & to boost the paperless working, availability of digitally signed documents like Receipted Challan/Receipt Note/Inspection Certificate issued by Store Depot officers on IMMS required by suppliers to submit their claim, to curb the spread of pandemic COVID-19 and for quick and early release of payment, all the suppliers ( for stock and non stock supply) are advised to submit their Bills Online through “**E-tender-goods and services (New)” Module of IREPS created by M/s CRIS. (website address:- www.ireps.gov.in)**

While uploading all the required documents with the Bill, it should be ensured that all of them are digitally signed by the authorized signatory of the firm.

Suppliers may refer to “User Manual for Vendors on Post Contract Activities” issued by M/s CRIS for smooth submission of their digital bills.

However before submission of Bills Suppliers may ensure the compliance of the following points:-

1. Read the contents and instructions of the Purchase Order and Modified Advice thereto carefully and thoroughly and ensure to submit each and every documents along with the bills dully digitally signed required as per the Purchase Order or Modified Advice thereto issued by the Purchase Officer.
2. Bill should be addressed to PFA, DMW/Patiala, marked as Original, arithmetically correct, total amount payable should be mentioned both in figures as well in words, free from cutting and erasures if occurred duly self attested, digitally signed by the authorized signatory of the firm with seal and pre receipted on Revenue Stamp of Rs. 1 if cost of the bill is more than Rs. 5000/-
3. All the documents required for release of the payment as per Purchase Order or Modified Advice thereto, such as Bill, Tax Invoice, Receipted Challan (in case of Advance Payment), Receipt Note Part-II, Inspection Certificate issued by the concerned Inspection Agency, GST Declaration (regarding passing on any additional Input Tax Credit to Purchaser without any undue delay, if becomes available to the Supplier) GST Details\* (as per Annexure attached to the Purchase Order which has also been reproduced below), Work Test Certificate(WTC), Warranty Certificate, Price Fall Clause, PVC Calculation Sheet along with related circular of HCL,MMTC,IEEMA/Labour Bureau, Freight Charges Receipt issued by the Transporter, Delivery Period Extension etc. as the case may be, should be accompanied with the Bill duly digitally signed by the authorized signatory of the firm.
4. Purchase Order number, Name of the firm, GSTIN of the firm, HSN/SAC of material, Rates and Taxes mentioned in the Bill should be strictly as per Purchase Order or Modified Advice thereto,

in case of any changes, copy of the amendment letter issued by the Purchaser should be attached with the Bill.

5. Supplied quantity should be within the ordered quantity of the Purchase Order with permitted tolerance, otherwise same should be supported by the authority issued by the concerned Purchase Officer or Consignee as the case may be.
6. Supply of the material should be within the Original Delivery Period or within the Re fixed or Extended Delivery Period as authorized by the Purchaser.
7. Extra charges if any such as Freight Charges etc. mentioned in the Purchase Order but not included in the value of the Purchase Order should be supported with the documentary evidence and duly verified by Store Depot Officer.
8. Advance Payment Bills involving PVC should also be supported by PVC Calculation Sheet prepared and signed by the authorized signatory of the firm, circulars of rates issued by HCL,MMTC,IEEMA, Labour Bureau etc. Balance Payment Bill of PVC should be as per PVC Calculation Sheet prepared by the Purchase Officer and verified by the Sr.AFA/Store Bill.
9. SD/WBG/PBG required as per the Purchase Order, should be submitted with PCMM/PFA office well before submission of the Bill for the Store Supplied to avoid any delay in release of the payment. Firm should also ensure to keep Bank Guarantee(s) live and valid till the completion of the Purchase order
10. NEFT Mandate form with full bank account details duly certified by the bank should be submitted alongwith the bill in case of new firm. Bank details furnished by the firm should tally with those mentioned in the Purchase Order and as available in the IPAS, if there is any change, same may be got approved from the concerned Purchase Officer.
11. Necessary amendment regarding revision in GST rates from 5% to 12% for goods falling under HSN code classified under Chaper-86, applicable from 01.10.2019 may be got issued from the Purchase Officer.
12. Bill number of Balance Payment Bill/Supplementary Bill should be differ from the Original/Advance Payment Bill number.
13. All the documents enclosed with the bill may be listed on the bill itself or on covering page of the bill.
14. \*Particulars of GST Details required with each bill as per Annexure attached to the Purchase Order are reproduced as under:-
  - i) GST Identification Number(GSTIN), Name and address of Supplier
  - ii) Serial No. of Invoice and its date
  - iii) GSTIN, Name and address of Recipient
  - iv) HSN code or Accounting Code of Goods/Services
  - v) Description, Unit, Quantity and Rate
  - vi) Reference of Purchase Order/Contract
  - vii) Total value of supplies and Taxable value
  - viii) Rate and type of Tax(CGST/SGST/IGST/UTGST), Amount of Tax
  - ix) Whether the tax is payable on reverse charge basis
  - x) Place of supply along with name of State
  - xi) Signature/Digital signature of Supplier or his/her authorized representative.

**Dy.FA&CAO**

**Note:- In case of any query please contact 9779242110 , 9779582700 & 7341131609**