



भारत सरकार
GOVERNMENT OF INDIA
रेल-मंत्रालय
MINISTRY OF RAILWAYS
पटियाला रेल इंजन कारखाना
PATIALA LOCOMOTIVE WORKS
(Formerly Diesel Loco Modernisation Works)

कार्यालय
प्रमुख वित्त सलाहकार

No. PLW/A/cs/SB/Misc/2009/04

Dated 12.03.2022

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.

Ref:- This office's letter of even number dated 01.07.2020

In continuation to this office's above referred letter on the subject, all the suppliers especially engaged with the supply of Stock Items are once again 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) in order to boost the paperless working mission of Railway Board, keeping the relevant record in digital mode, curb the spread of pandemic COVID-19 and for quick and early release of payment.

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

While uploading all the required documents with the Bill, it should be ensured that those are digitally signed by the authorized signatory of the firm, to avoid submission of any document without digitally signed it is suggested that individual pdf file of each document/paper may be prepared & digitally signed instead of clubbing them and then signing digitally .

Compliance of the following points may also be ensured while online submission of Bills:-


1. Read the contents and instructions of the Purchase Order and Modified Advice thereto carefully and thoroughly and ensure to submit each and every document along with the bills duly digitally signed.
2. Bill should be addressed to PFA, PLW/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, GST Details, 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 Transporter, Delivery Period Extension etc. as the case may be, should accompany with the Bill duly digitally signed by the authorized signatory of the firm.

(contd.)

Note:- Each page/document uploaded with bill should be digitally signed

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 change, 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. PCMM office may be approached before submission of the bill for payment where rates of GST (especially under Chapter 86) have been enhanced by Ministry of Finance during the Original/Re-fixed Delivery Period or Extended Delivery Period with or without LD/DC, for issue of necessary Medication Advice in the Purchase Order.
8. 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.
9. 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 AFA/Store Bill.
10. SD/WBG/PBG required as per the Purchase Order, should be submitted with PCMM office for their onward submission to PFA office well before submission the Bill for the Store Supplied to avoid any delay in release of the payment.
11. NEFT Mandate form with full bank account details duly certified by the bank should be submitted alongwith the bill in case of new firm.
12. Bill number of Balance Payment Bill/Supplementary Bill should be differ from the Original/Advance Payment Bill number.
13. Copies of the GST Declaration regarding passing of additional Input Tax Credit (ITC) if become available to the supplier to purchaser without any undue delay & GST Details related to concerned Invoice required to be submitted by the supplier against each bill is annexed herewith for the information of Suppliers.
14. All the documents enclosed with the bill may be listed on the bill itself or on the covering page of the bill.

DA;- As above


AFA/SB
PLW/Patiala

Copy to:-

- SMM-I,II&III for information and with request to incorporate the condition regarding submission of GST Declaration related to passing on additional Input Tax Credit benefit if become available to the supplier to purchaser without any undue delay in each Purchase Order and also arrange to attach GST Details Annexure with each Purchase Orders & advice the Suppliers to ensure their submission with each main bill.
- Dy.CMM I,II,III&IV & Dy.CMM/Depot for information please.
- Dy.FA&CAO-I for information please.

Note:- Each page/document uploaded with bill should be digitally signed.

GST Declaration

It should be submitted on the letter head of the firm, duly mentioning the details of each concerned Invoice related to its number, date and amount duly signed by the authored signatory in the following format:

Name of the Firm:-

Invoice Number:-

Invoice Date:-

Invoice Amount:-

HSN Code of the Item:-

Rate of GST:-

GSTIN of Firm:-

PLW/PTA's Purchase Order No. & date:-

In reference to the above it is certified that any additional input tax credit benefit , if become available to us , the same shall be passed on to the purchaser without any undue delay.

Signature/Digital Signature of the authorized signatory of the firm with seal.

Place:-

Date:-

GST Details

All the bill and Invoice (for transaction if goods and services) submitted by the suppliers for payment shall contain the under mentioned information on the letter head pad of the firm duly signed by the authorized signatory of the firm:-

- i. GST Identification Number (GSTIN), Name and address of the Supplier.
- ii. Serial No. of Invoice and its date
- iii. GSTIN, Name and address of the 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 with date and place.