

(To be submitted by vendors on its letter-head in hard copy along with necessary documents to Registrar, IIT (ISM), Dhanbad)

Ref. No.:

Date:

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Payment Claim / EMD (Bid Security) Refund Claim / PBG (Performance Security) Refund Claim Format

Purchase Order / NIT No. and date			
Claim towards (Tick (√) relevant box] (Payment/EMD Refund /PBG refund)	Payment Claim	EMD Refund Claim	PBG Refund Claim
Name & Complete Communication Address of the vendor (including Mobile No. & E-mail ID)			
PAN & GST No.			
Compliance statement	YES	NO	Remark / Annexure No.
A copy of Purchase Order (PO) / NIT / EMD/PBG is attached			
Amount claimed / Details of EMD or PBG			
Total Amount as per Purchase Order / EMD or PBG			
Items supplied and installed as per purchase order			
Date of Supply and Satisfactory Installation			
Satisfactory Installation Report in original attached duly signed by user department of IIT (ISM)			
Original Invoice / Bills attached in triplicate			
Invoice / Bills No., Date and Total amount			
Original Challan attached in triplicate			
Challan No., Date and Receiving date of the items			
Original Warranty Certificate effective from date of satisfactory installation attached (with clear mention of the date of satisfactory installation)			
Original Performance Security (PBG) attached (as per PO terms & conditions)			
Performance Security (PBG) Details viz. BG/DD No., Dated, Bank, Branch, Amount, Banks contact details (Address, E-mail ID, Mobile No.) etc.			
Bank Details / cancelled cheque attached			
Details of the Bank account viz. Bank, Branch, A/c No., IFSC code, etc.			

Signature of the authorized signatory with date & seal