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NORTHERN RAILWAY
Head Quarters Office, Stores Branch, Baroda House, New Delhi.

No. E-S/VIG/System Improvement/Confil./2021/Performa Invoice in Import case

Dated: 19.08.2021

All HQ Purchase Officers
All Depot Officers
All Divisional Stores Officers
Northern Railway

25/08/21
27/8/21
at 17:25

सतकता विभाग
उत्तर रेलवे, प्रधान कार्यालय
बडौदा हाउस, नई दिल्ली

वरि. उप. महा प्रबन्धक :

मुख्य सर्त. अधि./टी :

उप. मुख्य सर्त. अधि./टी :

प. सर्त. अधिकारी/टी :

सर्त. अधि./ई :

मुख्य कार्यालय अधि. :

Sub: System Improvement regarding furnishing of performa invoice in import purchase cases.

Ref: Dy.CVO/S L/No. Vig/PC/V-6/2018/10/00462 dated. 27.07.2021.

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Sh. Krishna
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Vide above reference Dy.CVO/S has examined some cases of Global Tenders floated between 2014 and 2019. It has emerged that out of 23 purchase orders 02 purchase orders were placed on those Indian Agents who themselves imported the material from their foreign principals and they did not enclose Performa Invoice in their offer despite there being provision in tender conditions.

With reference to above, the following System improvement has been advised by Vigilance Department for System Improvement regarding furnishing of performa invoice in Import Purchase cases:

1. Compliance of tender conditions with regard to furnishing of Performa Invoice by importing Indian Agent should be strictly adhered to.
2. At the time of submitting bills for payments, supplier should furnish following documents:
 - i. Supplier's original invoice giving full details of the goods including quantity, value, and so on;
 - ii. Packing list;
 - iii. Certificate of country of origin of the goods to be given by the seller or a recognized chamber of commerce or another agency designated by the local Government for this purpose;
 - iv. Certificate of pre-dispatch inspection by the purchaser's representative;
 - v. Manufacturer's test certificate and guarantee;
 - vi. Certificate of insurance;
 - vii. Bill of lading/airway bill/rail receipt or any other dispatch document, issued by a Government agency (like the Department of Posts) or an agency duly authorized by the concerned Ministry/Department, indicating:

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- a. Name of the vessel/carrier;
 - b. Bill of lading/airway bill;
 - c. Port of loading;
 - d. Date of Shipment;
 - e. Port of discharge and expected date of arrival of goods; and
Any other document(s) as and if required in terms of the contract.

All concerned may kindly see for compliance please.

~~Chief Materials Manager/Sales~~
For Pr.Chief Materials Manager

Copy to:

1. All CMMs, Baroda House for information please.
2. Dy.CVO/Stores, Baroda House