

Sub.: Submission of bills for building material, bricks, RMC, etc.

Guidelines:

1. These guidelines shall apply to supply of:
 - a. Building material
 - b. Cement blocks
 - c. RMC
 - d. CC rings
 - e. Tandur, macherla, cladding material, pavers, curbstones, granite, marble
 - f. Fabrication material like grills, gates, templates, railings, aluminum windows
 - g. Any other material that is extinguished /consumed at site and inventory cannot be maintained or is difficult to count or identify.
2. Bills for supplies of such materials must be submitted within 7 days of delivery.
3. Do not approve any bills for payment if bills are received after 30 days of delivery. Such bills to be sent to MD for approval before processing for payment.
4. In case bills are delayed beyond 30 days, minimum 10% of bill value to be deducted that too after MDs approval for such defaults.
5. In case of repeated default, 100% of bill may be deducted.
6. Submission of bill means submission of pacca bill/invoice and duly stamped DC.
7. Encourage contractors to raise bills as soon as material is delivered to site. For large orders contractors may submit bills for part delivery.

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