

कार्यालय महा प्रबंधक / Office of the General Manager,  
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प.सं. Lr.No: Addl. DGM/OFC/HD/LAN/12-13/125

दि Dated 15- 01-2013

To  
The Chief General Manager,  
Territorial Circles,  
BSNL

Kind Attn: NME Coordinator

Sub : Payment modalities for implementation of campus LAN- Reg  
Ref : Meeting conducted by Dir (CFA), BSNL on 27<sup>th</sup> Dec, 12

The guidelines for processing and payment of the bills of campus LAN implemented in the NME universities duly approved by BBNW circle, -the paying authority- is enclosed herewith. It is requested to cause necessary instructions to all the concerned for necessary action and to avoid delay in affecting payments.

DGM (A & OP), BBNW, New Delhi may please be addressed for any further clarifications on the guidelines.

K.Rajasekhar,  
Addl. General Manager,  
OFC projects,  
Hyderabad.

Endt.No. BA/NMEICT - Campus - LAN/2011-13/77 dt-@CNI-8  
the 23/02/13

Copy of the above letter & its enclosure are forwarded to heads of all SSA (except CON, DPI, ERD & TT SSAs) for info. & n/a pl.

H.S. Sudekha  
Asst. General Manager (BBP)  
O/o. P.G.M. (D) BSNL T.N. Circle  
60, Ethiraj Salai, Chennai - 600 008.

## Guidelines for release of Payment of campus LAN – NMEICT

### Project

40% of the equipment cost on supply of items (Section IVA clause 8.2: 40% of the equipment cost on supply of items all equipment University wise.)

1. The material shall be delivered at the University campus at the designated address as in the PO. On supply of items by the vendor at the site, the BCPC (Bill Challan Payment Challan) shall be signed by the university coordinator and the SSA coordinator shall issue a certificate as per Annexure -1.
2. The SSA Coordinator / Nominated officer of SSA shall hand over the Campus LAN materials to the university coordinator duly obtaining the signature of the university coordinator. A copy of the signed handing over document may be kept with university and the SSA Coordinator.
3. Invoice prepared by vendor along with the documents mentioned in the tender for release of 40% payment along with BCPC (Bill Challan Payment Challan) and LR receipt shall be submitted in triplicate to AGM(Admin), BBNW, New Delhi.
4. Add.GM (A & OP), BBNW New Delhi shall scrutinize and approve the bill for pass order after financial concurrence and forward to CAO (BBNW), New Delhi.
5. CAO (BBNW), New Delhi. Shall endorse pay order and make payment of the bills.

20% of the equipment cost after Installation, Commissioning & A/T : (Section IVA clause 8.4: 20% of the equipment cost after Installation, Commissioning & A/T) :

1. After successful installation, commissioning and completion of Acceptance Test of university, Invoice in triplicate, shall be prepared by the vendor submitted along with the Acceptance Test certificate.
2. The detailed diagram prepared on A0 Paper shall be prepared by the vendor and duly signed by University Coordinator, SSA Coordinator along with vendor.
3. Invoice prepared by vendor in triplicate shall be submitted to AGM(Admin), BBNW, New Delhi.
4. Add.GM (A & OP), New Delhi shall scrutinize and approve the bill for pass order after financial concurrence and forward to CAO (BBNW), New Delhi.
5. CAO (BBNW), New Delhi. Shall endorse pay order and make payment of the bills.

III. 20% of the equipment cost on successful validation of equipments. (Section IVA clause 8.3: 20% of the equipment cost on successful validation of all equipments).

1. Vendor shall prepare Invoice in triplicate for 20% of the all supplied items on completion of validation at the validation site.
2. The Completion certificate of validation issued by the Chairman of validation committee has to be attached for process of the bill.
3. Invoice prepared by vendor in triplicate shall be submitted to AGM(Admin), BBNW, New Delhi.
4. Add.GM (A & OP), New Delhi shall scrutinize and approve the bill for pass order after financial concurrence and forward to CAO (BBNW), New Delhi.
5. CAO (BBNW), New Delhi. Shall endorse pay order and make payment of the bills.

IV. 100% Installation and Commissioning charges: (Section IVA clause 8.6 100% Installation and Commissioning charges will be paid university wise on successful commissioning of the equipments university wise).

1. Completion certificate along with project layout diagram duly signed (A0Size) by university coordinator and Countersigned by SSA coordinator.
2. A/T commissioning memo.
3. Invoice prepared by vendor in triplicate shall be submitted to AGM(Admin), BBNW, New Delhi.
4. Add.GM (A & OP), New Delhi shall scrutinize and approve the bill for pass order after financial concurrence and forward to CAO (BBNW), New Delhi.
5. CAO (BBNW), New Delhi. Shall endorse pay order and make payment of the bills.

V. 20% of the equipment cost after one year of successful Installation/ commissioning: (Section IVA clause 8.5: 20% of the equipment cost after one year of successful Installation/ commissioning, subject to satisfactory operation).

Certificate to be given by SSA Coordinator for making 40% payment to LAN Work Vendor

Letter No \_\_\_\_\_

Date \_\_\_\_\_

To,  
Add GM(A&OP)  
BBNW New Delhi

This is to certify that the all the packing cases totaling \_\_\_\_\_ in no of Equipment ordered for Lan Connectivity vide P.O. No \_\_\_\_\_ Dated \_\_\_\_\_ for the University \_\_\_\_\_ have been delivered in good condition by the Vendor to the University Coordinator on \_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_

Tel No (O) \_\_\_\_\_

Mobile no \_\_\_\_\_

Email-id \_\_\_\_\_