

INSTRUCTIONS TO SUPPLIERS/CONTRACTORS

- Tederers should furnish NEFT particulars along with their quotations.
 - Suppliers/Contractors payments will be made through NEFT only w.e.f. 01.06.2010
 - All the suppliers should enroll for NEFT payment made and option forms and e-mail id particulars are to be forwarded to FA & CAO's Office.
 - Payment through NEFT is based on the vendor No. / supplier code available in the purchase orders. Suppliers may obtain Vendor No. from Stores Department.
 - In case of contractors, the vendor code may be obtained from the concerned executive department and NEFT option forms may also be submitted to the concerned executive departments.
 - Suppliers / Contractors should mention their vendor no, bank account no (in full) and IFSC in their bill which will be verified with the particulars already submitted by the firms.
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