

Annexure-I

List of dispatch documents to be submitted along with Invoice

Each Vendor Invoice against each dispatch (Main Supply & Spare) should be accompanied with following documents.

1. Proof of dispatch i.e., Copy of LR and E-way
2. Packing List / deliver challan showing number of packages, their dimensions & gross weight, date of packing, item-wise details of material packed in each of these boxes like qty and net weight under the signature of vendor representative.
(The items description in packing list shall be exactly in line with the Vendor BBU for the PO. If any sub-assemblies / components of a BBU line item being dispatched are proposed to be sent loose, then the list of items packed as loose items also should be indicated along with the item description in the packing list.)
3. GST invoice, original for buyer copy.
4. Inspection report/Test/ Guaranty/ Warranty certificate / O&M manuals (as applicable) etc. other relevant documents applicable as specification /enquiry in **one set of originals & 2 sets of photocopies**, immediately on dispatch of the goods. Any addition/ exclusion to such documents shall be as specified in the Purchase Order.
5. Please note that MRC (as applicable) to be submitted for every bill for processing of payments.
6. Material shall not be dispatched to BHEL Hyderabad. Material shall be dispatched to the consignee address given in dispatch instruction separately (will be provided based on request from vendor).

Please note that stipulated payment terms period as mentioned in GCC / SCC will start only after receipt of all the relevant dispatch documents.