

Dated: _____

The Head of Agency

_____ (Name of Procuring Agency)

_____ (Address of Procuring Agency)

Dear Sir,

This has reference to Ministry of Finance Notification dated December 27, 2024 in respect to implementation of Bill Discounting facility for Government Contracts (Works). In terms of said guidelines, we submit request for Discounting our Bill(s) through _____ (name of FI) along with following documents:

a) Following detailed Bill(s) for work/ supply, duly verified by your Offices:

| Sr. | Invoice/ Bill Details | | | Verification Details | |
|-----|----------------------------------|------|--------|----------------------|------------|
| | Number | Date | Amount | Date | Net Amount |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total Verified Net Amount | | | | |

b) Bill of Exchange drawn for the value received (net verified amount) against our above detailed Verified Bills for your acceptance of payment on due date.

c) The details of our Bank accounts/ OD facility are as under:

CD / OD Account No. _____

Name of the FI _____

Address of the FI _____

We hereby undertake:

a) To pay discount rate/ interest, applicable fees and charges to the FI for the period of discounting.

b) To ensure timely settlement of discounted Bill(s)

c) That we have not availed any credit facility against the said work/ supply order

OR

We have obtained credit facility against the said work/ supply order and the Bank accounts details given above are of the said credit facility.

Thanking you!

Yours sincerely,

| |
|---|
| Affix Legal Stamp & Seal with Signature of Authorized Signatory across |
|---|

For _____ (Name of Contractor)

Address: _____
