

## On the Letter Head of the Procuring Agency

Dated: \_\_\_\_\_

The Branch Head/Credit Incharge

\_\_\_\_\_ (name of the FI)

\_\_\_\_\_ (address of the FI)

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 forward herewith request of \_\_\_\_\_ (name of the Contractor) for Discounting following Bill(s) for work/ supply, duly verified by our Offices:

Sr.	Invoice/ Bill Details			Verification Details	
	Number	Date	Amount	Date	Net Amount
	<b>Total Verified Net Amount</b>				

We also submit herewith:

Original Bill of Exchange, duly accepted by this agency for payment on due date for the value received (net verified amount) against above detailed Verified Bills.

We hereby undertake:

- a) That the above detailed Invoice/ Bill are genuine and that the goods and services purported to be given therein have in fact been received to our satisfaction for the net verified amount.
- b) That the net final bill amount has been verified and endorsed by the Head of the Engineering Unit/ Division/ Cluster/ Department of the Agency.
- c) The net final bill amount verified and endorsed by the Engineering Section has also been verified by the Head of Finance
- d) To maintain adequate transaction records
- e) To ensure sufficient funds available to meet the payment obligation on due date as recorded in the Bill of Exchange, timely verification and settlement of bills
- f) To pay discount/ interest amount and applicable charges incurred due to delayed payment applicable from the due date of payment recorded in Bill of Exchange.

Affix Legal Stamp & Seal with Signature of Authorized Signatory across
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For \_\_\_\_\_ (Name of Procuring Agency)

Address: \_\_\_\_\_

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