

**O/o The 'Principal Controller of Defence Accounts'**  
**[Supply Order Cell], No 107, Agram PO, Bengaluru – 560 007**  
**Ph: 080 - 25545101, 25549746, 25573595 Fax: 080 – 25543810**  
**< web: 'www.pcdablore.gov.in' >**

No.: SO/101/Circular

Dt: 21<sup>st</sup> May, 2018.

To  
The Officer I/c  
All Unit Authorities  
under jurisdiction of  
PCDA, Bangalore.

Sub: Issue of Circular regarding Advance Copy of Supply Order/Contract - Reg.

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It has been decided by the Competent Authority to scrutinise Advance Copy of Supply Order/Contract as per DPM, before Bills are submitted for payment. Hence, it is requested to furnish below mentioned documents along with an Advance Copy of the Supply Order/Contract, to this office for scrutiny:

- (i) Ink signed copy of the supply order/contract agreement/ Accepted Tender (AT) Note.
- (ii) An ink signed copy of sanction of the CFA indicating UO Number and date of IFA's concurrence, where applicable.
- (iii) A copy of the Techno- commercial evaluation and rejection details, if any, in case of two bid system.
- (iv) A copy of the Comparative Statement of Tenders (CST) with price bids.
- (v) A copy of TPC/PNC proceedings, if held.
- (vi) PAC certificate/OEM's Certificate/any other certificate that may be peculiar to the procurement.
- (vii) Specimen Signatures of sanctioning and countersigning authorities.
- (viii) GST No./PAN No.
- (ix) Any other documents relevant to the procurement.

*SAO*  
SAO(Supply Order)

✓ Copy to:  
The Officer I/c -- For uploading on PCDA website.  
EDP, Local

*SAO*  
SAO (S.O.)