

Check List to be enclosed with Final Bill of the Contractors

S. NO	ITEM	STATUS
1	Name of Work	
2	Name of Agency	
3	a) Contract value & date of award b) Completion period & stipulated date of completion c) Actual date of Completion	
4	Gross amount of final bill & date	
5	Gross payment received from clients upto date of preparation of final bill	
6	Final Extension of Time granted with or without LD upto.....	
7	Corresponding Extension of Time granted by clients upto	
8	Amount of Extra/Substituted/Deviation/ALR/AHR items executed and status of approval by competent authority	
9	Corresponding status of approval by clients for items at Sl. No. 8 above.	
10	Amount withheld by clients (Head wise)	
11	Amount withheld from contractors (Head wise)	
12	Status of preparation/ submission of final bills/ UCs to clients	
13	Date of completion of defect liability period	
14	Date of validity of Performance BG	
15	Date of validity of CAR Policy	
16	a) Mobilization advances paid b) Mobilization advance recovered c) Secured advance paid d) Secured advance recovered e) Other advances paid f) Other advances recovered	
17	Payment of statutory dues & liabilities a) VAT/Service Tax/Labour Cess/ Income Tax b) Submission of returns to concerned authorities c) Copy of latest EPF Challan	
18	Theoretical Vs. Actual consumption statement of materials steel/cement etc.	
19	Status of submission of Royalty Challan	
20	Store clearance of client's material/ Corporation's material	
21	Status of submission of 'as built drawings' by contractor	
22	Whether documents and maintenance manual relating to equipments etc. and guarantee bonds for water proofing and anti-termite treatment submitted by the contractor	
23	Details of CTE observations, Govt. /Internal Audit observations pending if any	
24	Whether the site has been cleared by the contractor, if not, amount withheld on this account	
25	No claim certificate from the contractor, if not, detail of dispute	

SBG/Zonal Incharge

Zonal Finance Incharge

Unit Incharge