



ESTUARINE AND COASTAL STUDIES FOUNDATION

(A non-profit Organization, registered with NITI Ayog, Govt. of India)

DARPAN ID: WB/2021/0297074, **PAN:** AAGCE6818B, **GST:** 19AAGCE6818B1ZP

10/5, AMRITA PYNE LANE, HOWRAH – 711101

Bill for Payment

Party's/Supplier's Name:

Bill/Invoice No. & Date:

Purchase Order No. & Date:

Items:

Bill Date:

1. This refers to the Institution: **Estuarine and Coastal Studies Foundation**
2. The goods have been received in good condition in accordance with our order and entered in the appropriate stock registrar book (vide **Stock Registrar Book Page No. -**) and challan attached.
- 2a. (For work, services etc.)
3. The bill has been checked and found in order and may be passed for payment of
Rs. ().
4. This bill has been corrected and may be passed for payment as amended.
5. Head of the Account:
Budget Item No. / Head etc:
Sanction No. /File No.:
Bank Details: **Bank A/c No. -**
6. Sanction for placing order: Order placed by the PI/Administrative Officer through the **Delegation of Authority** otherwise Director of Estuarine and Coastal Studies Foundation, 10/5, Amrita Pyne Lane, Howrah - 711101
7. Whether competitive quotations were obtained or tender invited and the order placed with 3 parties quotation mentioning quote at the lowest amount.

This may be paid.

.....
Principal Investigator

.....
Finance Officer/DoA

.....
Director