


Dept.: ELECTRI. - (I)  
Ref. No.: 2011...IWME.348...  
Date: 11 / 11 / 11

**NOTICE**

**Attention: Contractors and Suppliers**

IIT Delhi has adopted NEFT / RTGS system for the remittance of payments. So it is mandatory for all Contractors/Suppliers to furnish Bank Account details in the prescribed proforma (Annexure I) and duly attested by Bank uploaded on the IIT Delhi website alongwith this notice. The filled in details alongwith blank cancelled cheque and xerox copy of the cheque duly attested by the Authorised Signatory of the Bank be submitted to DR (Acts.)

  
(M.K. Gulati)  
D.R. (Accounts)  
Accounts Section  
IIT Delhi, Hauz Khas  
New Delhi -110016

Head CSC

To kindly upload on the ~~the~~ IIT Delhi website for tenders.



You are requested to furnish the details of your bank accounts in the prescribed formats so that payment against order/contract/E.M.D/security deposit etc can be released by e-payment mode. You are also requested to attach one cancelled cheque with the filled information on the enclosed proforma & send it to address mentioned below positively by 16 Sep 2011. This is required to enable us release your payment electronically. In case if you would like to receive SMS alerts please register for such services with your respective bank.

You may also receive two letters if you have transacted with IIT Delhi both as Supplier as well as contractor. In case you receive two letters on the above subject please respond for both the letters individually. But In case if you receive more than one letter pertaining to contractor or more than one letter for supplier then please respond only for one for each of the category.

It is also requested that in future for any correspondence with IIT Delhi whether you are giving any quotation to IIT Delhi or raising any bills please quote your supplier/contractor code as mentioned in the letter (for existing suppliers & contractors).

It may also be ensured that all invoices raised by supplier/contractor henceforth against present as well as future works/contracts will mention the necessary details as contained in the prescribed format.

Regards

*M.K. Guleri*  
Mr. M.K. Guleri  
DR (Accounts)  
Accounts Section  
IIT Delhi, Hauz Khas  
New Delhi - 110016

INDIAN INSTITUTE OF TECHNOLOGY, DELHI

PROFORMA

NEFT MANDATE FORM

Date:

FROM

To

The Registrar,  
Indian Institute of technology, Delhi  
Hauz Khas, New Delhi – 110016.

**Subject: - Willingness to Receive Payment through RBI's EFT system.**

We refer to the National Electronic Fund Transfer (EFT) System being set up by Indian Institute of Technology, Delhi for remittance of our payments using RBI's NEFT/RTGS scheme and confirm that we are agreeable to our payments being made through the above scheme to our under noted Account:

- 01 IIT SUPPLIER CODE: (AS MENTIONED IN COVERING LETTER)
- 02 NAME OF ORGANISATION AND ADDRESS
- 03 BANK NAME
- 04 BRANCH ADDRESS
- 05 BRANCH TELE /FAX NO.
- 06 MICR CODE OF BANK
- 07 IFSC CODE
- 08 BANK ACCOUNT NO.
- 09 TYPE OF ACCOUNT
- 10 PERMANENT ACCOUNT NUMBER (PAN)
- 11 E-MAIL ADDRESS FOR INTIMATION REGARDING RELEASE OF PAYMENT IF ANY.
- 12 YOUR MOBILE NUMBER
- 13 TIN NO/STAX NO. (if applicable)

(Please don't change the order/sequence of the above Data).

I/We hereby declare that the particulars given about are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information/I/We would not hold the Institute responsible.

(A blank cancelled cheque or Xerox copy of the cheque leaf is attached for necessary action at your end)

11. Bank Certification: It is certified that above mentioned beneficiary holds a bank Account No. \_\_\_\_\_ with our branch and the bank particulars mentioned above are correct.

Date:

Signature of Vendor/Contractor/Supplier

(Authorised Signatory  
Authenticated by Bank)  
SS/Authorisation No. \_\_\_\_  
Name \_\_\_\_\_  
Official Stamp \_\_\_\_\_

Encl: as stated above

Signature & Stamp