

Request letter from Executive branch to Accounts Office for opening of LC

Office of----

----Railway

Dated \_

No. \_

The PFAJ Sr.DFMI Dy. FA  
HQ! Division! Workshop! Cost

.

Sub: Opening of LC

Ref: Supply Order/ Contract Agreement No .

It is requested to open a sight LC against the above referred Order/ Agreement in favour of \_\_\_\_\_. The details of beneficiary are as under:

(i)Name of Contractor/Supplier

(ii)Vendor Code

(iii)Address

(iv)Tender No.

(v)Contract Agreement No.

(vi)Description of Goods/ Service

(vii)Value of Contract

(viii)Stages of payment

(ix)Expected payment within 6 months (LC Amount)

(x)Beneficiary bank details:-

a) Bank name

b) Address

c) Account No.

d) IFSC code

It is certified that the supplier/ contractor has exercised the option of taking payment due against the tender, through LC arrangement in IREPS portal at the time of bidding itself and the option has been flagged in the IREPS. This has the approval of \_\_\_\_\_

(xi)Validity Period of which LC is to be Opened:-

(Signature)

Name: \_

Designation: \_

(Official Seal)

• LCDA No \_\_\_\_\_(18 DIGIT IPAS GENERATED NO.)

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

## DOCUMENT OF AUTHORIZATION

Reference: (i) Works Contract/ Supply Contract No(FROM IREPS) \_\_\_\_\_Dated \_\_\_\_\_  
(ii) Inland Letter of Credit No. \_\_\_\_\_ Dated \_\_\_\_\_This document is issued against contract No.----(FROM IREPS)----- dated-----for  
supply/work of ---

(DESCRIPTION OF GOODS! WORK FROM IREPS)-----

The beneficiary of the aforementioned Letter of Credit M/s ...(NAME AND VENDOR CODE:) ... (Vendor Code as per IRPES ) is entitled to receive payment. aggregating iNR ..  
 \_\_\_\_\$\$\$(FROM ABSTRACT OF BILL PASSED)\_\_\_\_out of a total LC amount  
 of INR \_\_\_\_ (FROM MASTER TABLE OF LC OPENED)\_\_\_\_ against first/second \*  
 commercial Invoice No. (FROM IPAS) \_\_\_\_\_ dated \_\_\_\_ (FROM IPAS)\_\_\_\_ for  
 INR\_\_\_\_ (FROM IPAS)\_\_\_\_ raised against the above contract from State Bank of  
 India \_\_\_\_ (branch\_\_ FROM LC MASTER TABLE )\_\_\_\_, on the strength of the  
 certificate.

The details of payments already made to the beneficiary under this Letter of Credit are  
 as follows

| Sr. no.    | Invoice No. | Invoice Date | Invoice Amount (INR) | LCDA No. | LCDA date | Amount paid ( INR) |
|------------|-------------|--------------|----------------------|----------|-----------|--------------------|
|            |             |              |                      |          |           |                    |
|            |             |              |                      |          |           |                    |
|            |             |              |                      |          |           |                    |
| Total paid |             |              |                      |          |           |                    |

This payment \_\_\_\_\_ \$\$\$\_\_\_\_\_

LC Balance after this payment\_\_\_\_\_

(Signature of authorized Railway authority)

Designation

Official Seal