

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

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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