Check List for checking of proposal of 100% Payment against Performa invoice.

a. Details of PO.
   i. No.
   ii. Date.
   iii. Value
   iv. Description of item.
   v. Name of firm.
   vi. DOC.
b. Urgency/vitalness of the Cases.
c. Provision of proper Security , if deemed fit to safeguard of Railway interest may be ensured in the form of B.G.
d. Credential as well as good will of the firm should be certified by the executives.
e. Whether the 100% payment clause is available in firms offer, if so mention with references.
f. Whether the payment clause is accepted by competent Authority, if So, mention the authority alongwith relevant Para of SOP