

Accounting of items received under Cost CAP:

- The supplier will supply the required spares along with sufficient copies of equipment wise Delivery Challans (DC) with consignee as NMDC main stores duly indicating part No., description and quantity in addition to the equipment number.
- CISF will make necessary entries at the check post and allow the spares to the Main stores duly stamping on all the copies of DC.
- The main stores will enter the receipt of spares in SRS/DMR Register and the reference will be given on all DCs.
- The main stores will retain one DC for record and issue the spares to user department along with balance copies of DCs and internal gate pass.
- User Department will ensure the receipt and consumption of spares with part no., description and equipment no. as mentioned in the DC and certify on all the copies of DCs. On certification by user department, one DC will be retained by them, one will be forwarded to Stores for regularizing RV & IV, one copy to Finance along with monthly bill and two copies will be given to the supplier for their record.
- User department shall also ensure that warranty items are not included in the CAP value as per the warranty clause of the respective POs.
- Due care is to be taken for the "returned spares" as indicated in the DC while preparation of RV/IV.
- In any case spares brought in against any particular equipment shall be used only to that equipment or else returned. These items shall not be used to any other equipments.
- RV/IV will be made against each DC once in a month by stores in IMS system based on the "user certificate" on the DC by user department duly indicating the items consumed by selecting the item rate available (RC / Price List Rate) in the system as per the price catalogue of the respective supplier.
- On issue of the spares, weighted average is to be calculated in the system at par with normal issues as per accounting policy of the company.
- Highly fast moving items, if any, as decided by the supplier will be kept under their custody by following the normal entry procedures. However RV/IV will be prepared on certification by user department duly indicating the equipment details on its consumption only.
- Any change in the RC / Price list rates from time to time is to be updated by MM Department in the IMS (from CD) in consultation with C&IT Department.
- Unused spares shall be returned to the party immediately through a non returnable gate pass issued by user department based on which stores will issue a gate pass, user department shall indicate the items returned on the DC and signed by both the parties.
- While generating the RV & IV the equipment no. is to be invariably indicated on these documents to maintain the equipment wise receipts and issue to monitor the CAP values (Ceiling).
- Stores will send RV & IV with DC to Finance department once in a month.
- The supplier will submit equipment wise / DC wise invoices as per the agreed Price list / RC rates to user department who will verify the same and send to Finance along with equipment wise DC duly recommending for payment. On receipt of invoices Finance Department will verify RV/IV, users Certificate, RC rates, other tax matters and release the payment within 15 days of the receipt of the documents, after verification.
- Finance will release the payments for each equipment separately with in the CAP values (Ceiling) on monthly basis. In case the consumption of spares exceed the CAP value the procedure for transaction of the spares will be continued as indicated above, however no payment will be made for the value exceeding the CAP limit.
- In case the supply is made after office hours and holidays, the above procedure is to be followed in the next working day to regularize the transaction.