

CHECKLIST FOR CONTRACT AGREEMENT

LOA No.:			Dt.	
Name of the contract:				
No:	Details of Checks	Yes	No	
1	Value of Non Judicial Stamp paper is as per the Stamp Act prevailing in the State. Whether excess/ differential stamp duty is paid? <i>(If the Contract is executed in one State & it is applicable in another State, the stamp duty of both States has to be verified and excess duty is required to be paid)</i>			
2	Whether the date & name of the purchaser is indicated on the stamp paper either in front or back of the stamp paper with the signature of stamp vendor? <i>(The stamp paper should be purchased in the name of either of the parties to the contract)</i>			
3	Whether the execution date is mentioned in the contract agreement?			
4	Whether the date of purchase is prior to date of execution of Contract? <i>(Stamp paper should be purchased before it is executed).</i>			
5	Whether the document mentioned with the title of document ?			
6	Whether the place of execution is mentioned at the end of the document?			
7	Details such as LOA/Contract Number, Details of work, Contract Price, Period of Contract, termination clause, Renewal Clause, Defect liability, Dispute resolution Clause etc... is mentioned in the contract agreement?			
8	Whether the names of the executants mentioned at last page bellow signatures with seal?			
9	Whether the executant on behalf of agency/contractor is competent to sign the agreement? <i>(Relevant document of competency of executant i.e. notarized Power of Attorney or certified Board resolution in case of company or certified partnership deed in case of partnership firm, copy to be submitted)</i>			
10	Whether the document signed by two witnesses in the last part with address?			
11	Whether all pages of Contract agreement & also various documents attached to are signed by executants representing to the contract, with seal ?			
12	Whether relevant proof of address of the party is submitted?			
13	Whether the contract agreement is as per the prescribed format ?			
14	Whether corrections, over writings, additions /deletions are authenticated under the signature and seal of parties to the contract?			
15	Whether all blanks/gaps in the contract are filled?			

Signature of Contractor
Name & Designation
(Seal & date)

Signature of EIC
Name & Designation
(Seal & date)

_CHECKLIST FOR POWER OF ATTORNEY (POA)

LOA No.:		Dt.	
Name of the contract:			
No:	Details of Checks	Yes	No
1	<ul style="list-style-type: none"> Whether the POA bears the stamp of State in which it is executed. <i>(That is whether the POA prepared on non judicial stamp paper of appropriate value as per the Stamp Act prevailing in the State where the Indemnity Bond is executed).</i> Whether excess/differential stamp duty is paid if POA is executed in one State & it is applicable in another State. <i>(If the POA is executed in one State and if it is applicable in other state the stamp duty of both States has to be verified and excess duty is required to be paid)</i> 		
2	Whether date, purpose of purchase of stamp paper and name of the purchaser are indicated on the stamp paper / or on the back of stamp paper under the signature of stamp vendor .		
3	The stamp paper is purchased in the name of the grantor .		
4	Date of purchase of stamp paper is prior to date of execution of POA.		
5	Document mentioned the title of document i.e. Power Of Attorney .		
6	Whether the POA mentioned the date of execution ? <i>(Stamp paper should be purchased before it is executed).</i>		
7	Whether place of execution is mentioned at the end of the POA .		
8	Whether the POA is as per the prescribed format of company ?		
9	Whether the main factual details such as title, LOA / Contract Number, Details of work are mentioned in POA.		
10	Whether correction, over writings or addition & deletions are authenticated under the signature and seal of party .		
11	Whether all pages of POA is signed with seal by grantor on behalf of the agency / contractor ?		
12	Whether the grantor of POA is competent to issue POA ? <i>(The competency of grantor of POA can be verified from Relevant documents like notarized Power of Attorney or Certified Board resolution in case of company or certified partnership deed in case of firm, copy to be submitted)</i>		
13	Attorney is the employee of the agency / contractor mentioned in POA. <i>(Proof of relationship of Attorney, like appointment letter/pay slip should be submitted along with POA to establish the relationship with Agency/Contractor)</i>		
14	Whether all blanks or gaps in the POA are filled by the grantor of POA.		
15	POA is authenticated by executing before a Notary Public if executed within India / before Indian Consulate or Embassy if executed outside India.		
16	Whether specimen signature of Attorney is there on the last page of POA?		
17	Whether grantor of POA verified and signed bellow the specimen signature of Attorney?		
18	Whether POA signed by two witnesses in the last part of POA?		

Signature of Contractor
Name & Designation
(Seal & date)

Signature of EIC
Name & Designation
(Seal & date)

CHECKLIST FOR INDEMNITY BOND (IB)

LOA No.:			Dt.	
Name of the contract:				
No:	Details of Checks	Yes	No	
1.	<ul style="list-style-type: none"> Whether the Indemnity Bond bears the stamp of State in which it is executed. <i>(That is whether the Indemnity Bond prepared on non judicial stamp paper of appropriate value as per the Stamp Act prevailing in the State where the Indemnity Bond is executed).</i> Whether excess/differential stamp duty is paid if Indemnity Bond is executed in one State & it is applicable in another State. <i>(If the Bond is executed in one State and if it is applicable in other state the stamp duty of both States has to be verified and excess duty is required to be paid)</i> 			
	Whether date, purpose of purchase of stamp paper and name of the purchaser are indicated on the stamp paper / or on the back of stamp paper under the signature of stamp vendor .			
2.	The stamp paper is purchased in the name of party .			
3	Whether the Indemnity Bond mentioned the date of execution ?			
	Whether the date of purchase of stamp paper is prior to date of execution of Indemnity Bond.			
4	Whether place of execution is mentioned at the end of the Indemnity Bond .			
5	Whether the Indemnity Bond is as per the prescribed format of company ?			
6	Whether the main factual details such as title, LOA / Contract Number, Details of work is mentioned in indemnity bond.			
7	Whether the parties to the indemnity bond are competent to sign it? <i>(Relevant document i.e notarized Power of Attorney or certified Board resolution in case of company or certified partnership deed in case of firm).</i>			
9	Whether correction, over writings or addition & deletions are authenticated under the signature and seal of party to the Indemnity Bond.			
10	Whether all pages of Indemnity Bond is signed with seal by party to the Indemnity Bond.			
13	Whether indemnity bond is authenticated by executing before a Notary Public , if executed within India / before Indian Consulate or Embassy, <i>if it is executed outside India</i>			

Signature of Contractor
Name & Designation
(Seal & date)

Signature of EIC
Name & Designation
(Seal & date)

CHECKLISTS FOR FRESH BANK GUARANTEE'S

BG No:		Dt.	
LOA No.:		Dt.	
Name of the contract:			
No:	Details of Checks	Yes	No
1.	Whether the BG bears the stamp of State in which it is executed?		
2	<ul style="list-style-type: none"> • Is the BG prepared on non judicial stamp paper of appropriate value as per the Stamp Act prevailing in the State where the BG is executed? • Whether excess / differential stamp duty is paid if BG is executed in one State & it is applicable in another State. <i>(That is if the BG is executed in one State and if it is applicable in other state the stamp duty of both States has to be verified and excess duty is required to be paid)</i>		
3	Date, purpose of purchase of stamp paper and name of the purchaser are indicated on the stamp paper / or on the back of stamp paper under the signature of stamp vendor .		
4	The date of purchase of stamp paper is prior to the date of execution of BG.		
5	Whether the stamp paper is purchased either in the name of the executing bank or the party on whose behalf the BG is issued.		
6	If the BG issued on letter head of the bank, whether adhesive stamp of appropriate value has been affixed on it?		
7	Place of execution & date of execution is mentioned at the end of BG?		
8	Details such as LOA / Contract Number, Contract price, validity date of BG, claim period are correctly mentioned in the BG?		
9	The claim period / service of notice period i.e. 90 days from the completion of validity date of BG is specifically mentioned?		
10	Corrections, over writings / addition & deletions are authenticated under the signature and seal of two executing officers of the bank?		
11	Two executing officers of the bank clearly signed with bank seal and mentioned, their Name, Designation & POA number in the last page of BG?		
12	Whether all pages are signed & seal by two executing officers of the bank		
13	Whether original BG is as per the prescribed format ?		
14	Whether the BG has been issued by the bank specified in contract documents .		
15	Whether there is discrepancy between place of execution of BG and place of service of claim notice while executing original BG 's.		
16	Whether it is a BG for particular amount / single amount only instead of common BG for different amounts.		

Signature of Contractor
Name & Designation
(Seal & date)

Signature of EIC
Name & Designation
(Seal & date)

CHECKLISTS FOR RENEWAL / EXTENSION / AMENDMENT OF ORIGINAL BANK GUARANTEE'S			
BG No:		Dt.	
LOA No.:		Dt.	
Name of the contract:			
No:	Details of Checks	Yes	No
1.	Whether the BG bears the stamp of State in which it is executed?		
2	<ul style="list-style-type: none"> • Is the BG prepared on non judicial stamp paper of appropriate value as per the Stamp Act prevailing in the State where the BG is executed? • Whether excess / differential stamp duty is paid if BG is executed in one State & it is applicable in another State. <i>(That is if the BG is executed in one State and if it is applicable in other state the stamp duty of both States has to be verified and excess duty is required to be paid)</i>		
3	Date, purpose of purchase of stamp paper and name of the purchaser are indicated on the stamp paper / or on the back of stamp paper under the signature of stamp vendor .		
4	The date of purchase of stamp paper is prior to the date of execution of BG.		
5	Whether the stamp paper is purchased either in the name of the executing bank or the party on whose behalf the BG is issued.		
6	If the BG issued on letter head of the bank, whether adhesive stamp of appropriate value has been affixed on it?		
7	Place of execution & date of execution is mentioned at the end of BG?		
8	Whether Renewal / Extension/ Amendment of BG are executed before the expiry of validity period of BG?		
9	Details such as LOA / Contract Number, Contract price, validity date of BG, claim period are correctly mentioned in the BG?		
10	Whether the validity period & claim period is specifically mentioned?		
11	The claim period / service of notice period i.e. 90 days from the completion of validity date of BG is specifically mentioned?		
12	Corrections, over writings / addition & deletions are authenticated under the signature and seal of two executing officers of the bank?		
13	Two executing officers of the bank clearly signed with bank seal and mentioned, their Name, Designation & POA number in the last page of BG?		
14	Whether all pages are signed & seal by two executing officers of the bank		
15	Whether Renewal / Extended BGs are as per the prescribed format ?		
16	Whether Renewal / Extension / Amendment of BG are issued from same branch of bank from where the original is issued?		
17	There is no discrepancy between place of execution of BG and place of service of claim notice vis-à-vis to original BG?		
18	Extended BG is for particular amount / single amount only		

Signature of Contractor
Name & Designation
(Seal & date)

Signature of EIC
Name & Designation
(Seal & date)