

**16. FORM OF BANK GUARANTEE/INSURANCE  
SURETY BOND  
VERIFICATION CHECK LIST**

**BANK GUARANTEE/ INSURANCE SURETY BOND VERIFICATION CHECKLIST**

1. Bank Guarantee/ Insurance Surety Bond No.
2. Issuing Bank/Insurer
3. Amount of BG/ Insurance Surety Bond
4. Nature of BG/ Insurance Surety Bond & No. of Pages
5. Validity of BG/ Insurance Surety Bond
6. Package Description
7. Party & Contracts Ref. Name, Address, Tel, Fax, e-mail, Contract No. Package Name
8. Bank Reference Name, Address, Tel. Fax, E-mail

Sl. No.	Details of checks	YES / NO
1	Is the BG/Insurance Surety Bond on non-judicial stamp paper / e-stamp paper of appropriate value, as per applicable Stamp Act(s)?	
2	Whether date, purpose of purchase and name of the purchaser are indicated on the stamp paper? (The date of purchase of stamp paper should be of any date on or before the date of execution of BG/Insurance Surety Bond and the stamp paper should be purchased either in the name of the executing Bank/Insurer or the Party on whose behalf the BG/Insurance Surety Bond has been issued. The stamp paper (other than e-stamp paper) should be duly Signed by the Stamp Vendor)	
3	In case of BG/INSURANCE SURETY BONDS from Bank/Insurance Company abroad, has the G/INSURANCE SURETY BOND been executed on Letter Head of the Bank/Insurance Company?	
4	Has the executing Officer of BG/INSURANCE SURETY BOND indicated his name, designation and Power of Attorney No./ Signing Power no. etc., on the BG/INSURANCE SURETY BOND?	
5	Is each page of BG/ INSURANCE SURETY BOND duly signed /initialled by executant and whether stamp of Bank is affixed thereon? Whether the last page is signed with full particulars under seal of Bank as required in the prescribed proforma?	
6	Does the Bank Guarantees/ INSURANCE SURETY BOND compare verbatim with the Proforma prescribed in the Bid Documents?	

7	In case of any changes in contents of text, whether changes are of minor / clerical nature (which in no way limits the right of NTPC in any manner)?	
8	In case of deviations in text of BG, which materially affect the right of NTPC, whether the changes have been agreed based on the opinion by Legal department or BG is considered acceptable on the basis of opinion of Law Department already available on the similar issue.	
9	Are the factual details such as Bidding Document No./Specification No., Amount of BG/ INSURANCE SURETY BOND and Validity of BG/ INSURANCE SURETY BOND correctly mentioned in the BG?	
10	Whether overwriting/cutting if any on the BG/ INSURANCE SURETY BOND have been properly authenticated under signature & seal of executant?	
11	Whether the BG/ INSURANCE SURETY BOND has been issued by a Bank/Insurance Company in line with the provisions of Bidding documents?	
12	In case BG/ INSURANCE SURETY BOND has been issued by a Bank other than those specified in Bidding Document, is the BG/ INSURANCE SURETY BOND confirmed by a Bank in India acceptable as per Bidding documents?	

Certified that the Bank Guarantee submitted has been verified and accepted in line with the prescribed procedure

**NOTE:**

- (i) The Executive from Concerned Execution Department shall verify the BG/ Scanned copy of BG in the system in line with the prescribed procedure and the same shall be digitally approved in the system. The BG shall not be approved at a level lower than the DGM.
- (ii) Dealing Executive of UT at the level of E5/E6 shall certify that BG has been verified from the issuing bank.