

Annex B – Work Completion Report

Company		MMRKLIP	Name of contractor		Mallasham	Sl. No. site bills reg.		11790
Project/site		Greenwood heights	Nature of work		Tiles work	Dt. site bills reg.		23-08-2025
Block no.		A Block	Work done from date		10-07-2024	M-code bill ID.		
WO no.			Contractor bill no.		15-08-2024	WO issued ?		
WO date						GST bill required?		
Sl. No.	Unit/floor/no	Details of work	Qty	Units	Rate ID	Rate	Amount	
1.	A Block	Granite Work (Typical area for Type I,II,III,IV 1715 Sq)						
2.		A-302,A-601,A-503		3 Nos	TF270	8,250	24,750	
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Total							24,750	
Remarks:								
Approved by project manager			Approved by QS team			Approved by Director/E&D team		
Sign:			Sign:			Sign:		
Date:			Date:			Date:		

Notes: 1. This sheet replaces installation report and advice for building contractors. 2. This work form must be typed. 3. Use this form even if work order is not issued. 4. Attach measurement and estimate sheets only if required i.e., details cannot be entered above. 5. For bill amount greater than 10k QS manager and directors approval is required. 6. For bill amount less than 10k any QS team member may sign and in place of director sign of respective E&D member to be taken. 7. Director include – Soham, Anand Mehra (for GHT + GMR), Sachin for Vivopols, Bhanu Kumar (for NGH + NRK). 8. Entry of rate ID is mandatory. 9. This sheet must be sent within 2 working days of work completion (with or without contractors bill). 10. Contractors to send scanned copy of bill to site and QS by email. 11. Contractors must submit original bill to HQ (can be sent by courier)

APPROVED BY
A. SURESH
PROJECT MANAGER

[illegible]

ESTIMATE SHEET							
Company Name:		MMRKLLP	Prepared by:			N.Subhash	
Project:		GHT					
Work Description:		Tiles Work					
Contractor Name:		Mallesham					
Date:		15.08.24					
S.No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Grand Total
1	Granite Work (Typical area for type I II,III,IV 1715 Sft)	Granite Work (Typical area for type I II,III,IV 1715 Sft)					
	A-302,A-601,A-503 flats	A-302,A-601,A-503 flats	3.00	Nos	8250	24750	24750
						Total	24750
	Amount in words :- Twenty Four Thousand Seven hundred and fifty Rupees Only						

Bill for Consumables

Mallesham
Hyderabad

Date:28-08-2025

In favor of: MMRKLLP
Project / Site: GHT
Location: Kowkur
Type of Work: Tiles works
Towards: Consumables.

S No.	Description	Amount
1.	Brief description of work done: Towards fixing granite at A-302,A-503,A-603 work purpose. Total amount = Rs. 24,750/- Work done from date 10-7-2025 to 28-08.2025	Rs. 4,950/-

Amount in Words: Four thousand nine hundred and fifty Rupees Only

Sign:

Bill for Equipment Allowance

Mallesham
Hyderabad

Date:28-08-2025

In favor of: MMRKLLP
Project / Site: GHT
Location: Kowkur
Type of Work: Tiles works
Towards: Equipment Allowance

S No.	Description	Amount
1.	Brief description of work done: Towards Fixing granite at A-302,A-503,A-603 work purpose. Total amount = Rs. 24,750/- Work done from date 10-7-2025 to 28-08.2025	Rs. 9,900/-

Amount in Words: Nine thousand nine hundred Rupees Only

Sign:

Bill for Labour Charges.

Mallesham
Hyderabad

Date:28-08-2025

In favor of: MMRKLLP
Project / Site: GHT
Location: Kowkur
Type of Work: Tiles works
Towards: Labour Charges.

S No.	Description	Amount
1.	Brief description of work done: Towards granite fixing at A-302,A-503,A-603 work purpose. Total amount = Rs. 24,750/- Work done from date 10-7-2025 to 28-08.2025	Rs. 9,900/-

Amount in Words: Nine thousand nine hundred Rupees Only

Sign:
