

Annex B – Work Completion Report

Company	MRM LLP	Name of contractor	Malesham	Sl. No. site bills reg.	4266 4272
Project/site	GMR	Nature of work	Cleaning work	Dt. site bills reg.	23-11-2025
Block no.	E Block	Work done from date	10-10-2024	M-codex bill ID.	
WO no.		WO issued ?			
WO date		Contractor bill no.		GST bill required?	
Sl. No.	Unit/floorno	Details of work	Qty	Units	Rate ID
1.	E Block	Deep Cleaning work at Corridors			Rate
2.		1st Floor, 2nd floor, 3rd floor	9,270	Sqft	Amount
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
					Total
					23,175

Remarks:

Approved by project manager	Approved by QS team	Approved by Director/E&D team
Sign: APPROVED BY	Sign:	Sign:
Date:	Date:	Date:

Notes: 1. This sheet is for installation report and advice for credit to 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, 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 – Sobam, Anand Mehta (for GMR + GMR + NGH + NRG) and Anand Kumar for NGH + NRG. 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 ~~SOBAM MEHTA~~ ^{SOBAM MEHTA} mail id. Contractors must submit original bills at HO (can be sent by email).

ESTIMATE SHEET

Bill for Consumables

Mallesham
Mallapur.
Hyderabad

Date:18-12-2025

In favor of: MRGMLLP
Project / Site: GMR
Location: Mallapur
Type of Work: Cleaning works
Towards: Consumables.

S No.	Description	Amount
1.	Brief description of work done: Towards Deep cleaning at E block Corridors work purpose. Total amount = Rs. 23,175/- Work done from date 10-11-2025 to 26-11-2025	Rs. 4,635/-

Amount in Words: Four thousand six hundred and thirty five Rupees Only

Sign:

Bill for Equipment Allowance.

E. Mallesham
Mallapur.
Hyderabad

Date: 18-12-2025

In favor of: MRGMLLP
Project / Site: GMR
Location: Mallapur
Type of Work: Cleaning works
Towards: Equipment Allowance.

S No.	Description	Amount
1.	Brief description of work done: Towards Deep cleaning at E block Corridors work purpose. Total amount = Rs. 23,175/- Work done from date 10-11-2025 to 26-11-2025	Rs. 9,270/-

Amount in Words: Nine thousand two hundred and seventy Rupees Only

Sign:

Bill for Labour Charges

E. Mallesham
Mallapur.
Hyderabad

Date: 18-12-2025

In favor of: MRGMLLP
Project / Site: GMR
Location: Mallapur
Type of Work: Cleaning works
Towards: Labour Charges.

S No.	Description	Amount
1.	Brief description of work done: Towards Deep cleaning at E block Corridors work purpose. Total amount = Rs. 23,175/- Work done from date 10-11-2025 to 26-11-2025	Rs. 9,270/-

Amount in Words: Nine thousand two hundred and seventy Rupees Only

Sign:
