

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82399 83439			PO date:	8-11-2021
Req. no.:	99928			Req. date:	20-10-2021
Material received	☒ Part ☐ Full			MRN nos.:	99857
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: Part Material Received. for balance material PO to be Cancelled					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
			Sarman	Sarman	04-03-22
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☒ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier			ID No - 95269		
Remarks by Accountants: Part bill amount received Rs. 199,057, Remaining Pending 12,449 at Purchase desk					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
G. foramesh	G. foramesh	04/03/22			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes		
			☐ No - certified copy received from accounts.		
Original bill available			☐ Yes		
			☐ No - certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes		
			☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Close PO!



Purchase Order

Page(s) 1 Of 1

15-12-2021 11:32:55



83439

09.12.21 3:16:08

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, 11nd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

Rainbow UPVC Doors and Windows
Plot no. 8A, IDA, Patancheru, Sangareddy Dist.

Doc No 83439 94923
Doc Date 15-12-2021
Quote No Nil
Quote Date 06-12-2021
SupplyType Supply And Installation

GSTIN 36AAXFR3365G1ZN

9100007123

Kind Attn : Mr. Shiva Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2435 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 4ft - Sft 47.50" x 47.50" - 30 nos	480.00	330.00	0.00	18.00	186,912.00
2 2428 - Carpentry - windows - UPVC window - NA - Sft Sliding - 2 track - 35.50" x 35.50" - 03 nos	27.00	316.00	0.00	18.00	10,067.76
3 2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft Top Hung - Operable - 23.50" x 23.50" - 07 nos	28.00	440.00	0.00	18.00	14,537.60

Total Order Value ... 211,517.36

Rupees : Two Lakh(s) Eleven Thousand Five Hundred Seventeen and Paise Thirty Six Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation dt. 06/12/2021.

Payment Terms 10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.

Tax All taxes included in above price.

Delivery Date Within 4days.

Delivery Location Bloomdale Residency at Genome Valley

Murharipalli, survey no-31& 32

Phone: Madhu Site Engineer - 9502211499

Penalty For Delay Bills must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Cost Included in the above price.

Warranty 1 year on workmanship

Advance Paid Rs. 21,152/- to be pay vide cheque no. . did.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for BRGV Club House and Model flats purpose.

Completion Date Work to be completed within 5days.. Penalty of 5% of order value per week shall be levied for delay.

Measurement Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

Remarks Prices shall remain fixed(Subject to change in GST) for a period of 12 months.

Part bill -
Bill no: 657-25-2021/2022
dt: 9/1/22
amount: 1,99,056.56/-
Balance receivable.

Part Material Received
Cancel the PO for balance Material

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Rainbow UPVC Doors and Windows**

Date : / /

Name :

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	MRGV	Requisition nos.:	74923
Project:	BRGV.	PO no.:	83439
Supplier:	Rainbow UPVC Door and Windows.	Material type:	UPVC Windows.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1	9-01-22.	103	UPVC Sliding Windows	4'x4'	03
2	9-01-22	103	UPVC Windows.	3'x3'	01
3	9-01-22	103	UPVC ventilator.	2'x2'	02.
4	9-01-22	120	UPVC Sliding windows.	4'x4'	03
5	9-01-22	120	UPVC Windows.	3'x3'	01
6	9-01-22	120	UPVC Ventilator	2'x2'	02
7	9-01-22	121	UPVC Sliding windows	4'x4'	03
8	9-01-22	121	UPVC Windows.	3'x3'	01
9	9-01-22	121	UPVC ventilator	2'x2'	02
10	9-01-22	Club House.	UPVC Sliding windows.	4'x4'	19
11	9-01-22	Club House	UPVC ventilator	2'x2'	01
Total:					38

Remarks: Used for Model flats (103, 120, 121) and Clubhouse.

Approved by	Project manager	Security	Admin (Audit)
	<i>Natthay</i> APPROVED BY	<i>Ajay</i>	<i>Pushpalatha</i>

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being sent to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.