PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 18/4/22 | Prepared by | Manoj | Serial no. | 3191 |
| Supplier name | M. Sudarshan | | | HO inward no. | |
| Firm/Company | MMRKLLP | Project | GHT | HO received date | |
| PO/WO date | 29/3/22 | PO/WO No. | 86801 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 178 | 18/4/22 | 69,785/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 69,785/- |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | Installation report enclosed | Proof of delivery matches MRN | ☑ Yes □ No |

| | |
|---|---|
| Amount B – Other Credits : Transportation charges | – |
| Amount C – Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 69,785/- |
| Amount E – PO / WO value: | 69,785/- |
| Amount F – Difference (A – E). | – |
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Part received |
| Close PO / WO | ☑ Yes □ No wait for balance material □ Other |
| Payment due date | 25/4/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manoj | APPROVED | | | |
| Sign: | | 18 APR 2022 | | | |
| Date | Manoj | MINISH PARIKH MANAGER PROCUREMENT | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOCIE

Cell : 9849102251

# M. SUDARSHAN

**FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS**

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

**GSTIN No. 36BBIPM8347N1ZW**

Name : UP
Mehatha & Modi Realty Kowkoor
5-4-187/3&4 II Floor M.G Road Sc-bad
GST No 36 ABCFM 7631 F1Z3

Bill No. 178 Date : 18-4-22
D.C No. 4 Date :
Order No. 86801 Date :

| Sl No | PARTICULARS | HSN CODE | FOR SIZE | QTY | FOR SFT | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|
| | UPVC Sliding Windows | | | | | | |
| 1 | 2.5 Track Sliding Window with mesh 6'-0 x 4'-0 x 3 Nos | 39252000 | | SFT 72-0 | 335=00 | 24120 | 00 |
| 2 | — do — Ventilaters 2'-6 x 2'-0 x 3 Nos | " | | 15-0 | 520-00 | 7800 | 00 |
| 3 | — do — S/W 2'-6 x 3'-0 x 2 Nos | " | | 15-0 | 390=00 | 5850 | 00 |
| 4 | — do — S/W 5'-6 x 4'-0 x 1 No | " | | 22-0 | 335=00 | 7370 | 00 |
| 5 | — do — F/D 5'-0 x 7'-0 x 1 No A 102 | " | | 35-0 | 400=00 | 14000 | 00 |
| | | SUB TOTAL | | | | 59140 | 00 |
| | | SGST % | | 9 | | 5322 | 60 |
| | | CGST % | | 9 | | 5322 | 60 |
| | | IGST % | | | | | |
| | | GRAND TOTAL | | | | 69785 | 20 |

Rupees In Words : Sixty Nine thousand Seven hundred Eighty Five & Twenty Paisa only

SUMMIT SALES LLP
IN WARD No: 93441
Date: 15/9
Sign:
R.R. DIST.

**TERMS & CONDITIONS :**

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

# Purchase Order

 29-03-2022 15:42:29 Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Mr. M. Sudarshan | **Doc No** | 86801 | 141315 |
| H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad. | **Doc Date** | 29-03-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36BBIPM8347N1ZW | **Quote Date** | 09-03-2022 | |
| 9849102251 | **SupplyType** | Supply | |

**Kind Attn : Mr. M. Sudarshan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 6ft X 4ft - Sft<br>*71.50" x 47.50" - 03 nos* | 72.00 | 335.00 | 0.00 | 18.00 | 28,461.60 |
| 2 | 2451 - Carpentry - windows - UPVC Ventilator - 2ft 6in X 2ft - Sft<br>*Top Hung - 29.50" x 23.50" - 03 nos* | 15.00 | 520.00 | 0.00 | 18.00 | 9,204.00 |
| 3 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*2.5 Track - 29.50" x 35.50" - 02 nos* | 15.00 | 390.00 | 0.00 | 18.00 | 6,903.00 |
| 4 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*French door - 59.50" x 83.50" - 01 nos* | 35.00 | 400.00 | 0.00 | 18.00 | 16,520.00 |
| 5 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*2.5 Track - 65.50" x 47.50" - 01 no* | 22.00 | 335.00 | 0.00 | 18.00 | 8,696.60 |
| | | | | | **Total Order Value . . .** | **69,785.20** |

Rupees : Sixty Nine Thousand Seven Hundred Eighty Five and Paise Twenty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation dt. 09/03/2022. |
| **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 4 days. |
| **Delivery Location** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **Penality For Delay** | Bills must be submitted to H.O. within 30days of completion of work. 10% plty 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. 6,979/- to be pay vide cheque no. , dtd. |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Flat no. A- 102. |
| **Completion Date** | Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay. |
| **Measurment** | 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** | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : 29/03/2022

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ____________

Date : _/_/__

# Estimate/Draft PO

 26-03-2022 14:14:03

86801
16.03.22 2:13:35

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Mr. M. Sudarshan | **Doc No** | 86801 | 141315 |
| H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad. | **Doc Date** | 26-03-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36BBIPM8347N1ZW | **Quote Date** | 09-03-2022 | |
| 9849102251 | **SupplyType** | Supply | |

**Kind Attn : Mr. M. Sudarshan**

Estimate/Draft PO for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 6ft X 4ft - Sft<br>*71.50" x 47.50" - 03 nos* | 72.00 | 335.00 | 0.00 | 18.00 | 28,461.60 |
| 2 | 2451 - Carpentry - windows - UPVC Ventilator - 2ft 6in X 2ft - Sft<br>*Top Hung - 29.50" x 23.50" - 03 nos* | 15.00 | 520.00 | 0.00 | 18.00 | 9,204.00 |
| 3 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*2.5 Track - 29.50" x 35.50" - 02 nos* | 15.00 | 390.00 | 0.00 | 18.00 | 6,903.00 |
| 4 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*French door - 59.50" x 83.50" - 01 nos* | 35.00 | 400.00 | 0.00 | 18.00 | 16,520.00 |
| 5 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*2.5 Track - 65.50" x 47.50" - 01 no* | 22.00 | 335.00 | 0.00 | 18.00 | 8,696.60 |
| | | | | | **Total Order Value . . .** | **69,785.20** |

Rupees : Sixty Nine Thousand Seven Hundred Eighty Five and Paise Twenty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation dt. 09/03/2022. |
| **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 4 days. |
| **Delivery Location** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **Penality For Delay** | Bills must be submitted to H.O. within 30days of completion of work. 10% plty 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. 6,979/- to be pay vide cheque no. , dtd. |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Flat no. A- 102. |
| **Completion Date** | Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay. |
| **Measurment** | 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** | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

For MDs APPROVAL
☑ High Value/quantity beyond limits.
☐ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock

T.D. [signature] 26/3/22

APPROVED BY
28 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ____________

Name : ____________

Date : __/__/____

INSTALLATION REPORT

| | | | |
|---|---|---|---|
| Company/ firm: | MMRK - llp | Requisition nos.: | 141315 |
| Project: | GHT | PO no.: | 86801 |
| Supplier: | Md. M. Sudarshan | Material type: | UPVC Window's. |

Details of installation:

| Sl. No. | Date of installation | Unit no. | Material details | Size | Qty |
|---|---|---|---|---|---|
| 1. | 16/4/22 | 03 | UPVC Sliding Windows | 6' x 4' | 72 Sft |
| 2. | | | | | |
| 3. | 16/4/22 | 03 | UPVC Ventilator | 2'6" x 2' | 15 Sft |
| 4. | | | | | |
| 5. | 16/4/22 | 02 | UPVC Window | 2'6" x 3' | 15 Sft |
| 6. | | | | | |
| 7. | 16/4/22 | 01 | UPVC Window | 5' x 7' | 35 Sft |
| 8. | | | | | |
| 9. | 16/4/22 | 01 | UPVC Window | 5'6" x 4' | 22 Sft |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| | | | | Total: | 159 Sft |

Remarks: A-block flat no: 102 UPVC Window's Installation Work done.

| Approved by | Project manager | Security | Admin (Audit) |
|---|---|---|---|
| | | | |

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, waterproofing, where 'Advice for giving credit to contractor/supplier form' is being set 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 provided regularly. However, must be provided within one working day of request from purchase.

16 APR 2022

PROJECT MANAGER

Requisition Form - UPVC Windows with mesh three track

| | | | |
|---|---|---|---|
| Company | MMR KOWKUR LLP | Site & Phase | GHT |
| Req. no. | 141315 | Req. Date | 25 March 2022 |
| Material required before | 30 March 2022 | ID no. | 74998 |
| Prepared by: | A Suresh | Approved by (sign): | |
| Flat / Block no: | A -102 | | |
| Name of the Supplier : | | | |
| Type A 1715 Sft 3BHK Order Value: | | | |
| Type B 1715Sft 3BHK Order Value: | 1 | | |

| S No. | Item Description | Units | Qty required for Type B 1010 Sft 2BHK flat | Qty required for Type A 1210 Sft 3BHK flat | Type B 1010 2BHK flats requirement | Type A 1210 Sft3 BHK flats requirement | Quantity required | Qty Available at site | Balance Qty to be ordered | Quantity in sft | Inward no | Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | UPVC Windows 6'x4' | Nos | 3 | | 3 | | 3 | - | 3 | 72.0 | | |
| 2 | UPVC Windows 5'.6"x 4' | Nos | 1 | | 1 | | 1 | | 1 | | | |
| 3 | UPVC Windows 2.6" X3' | Nos | 2 | | 2 | | 2 | | 2 | 15.0 | | |
| 4 | UPVC Windows 2.6"x 2.0"( top hang ) | Nos | 3 | | 3 | | 3 | | 3 | 25.0 | | |
| 5 | UPVC french Window 5' x 7' | Nos | 1 | | 1 | | 1 | | 1 | 35.0 | | |
| | Total | | 10 | | 9 | | 9 | - | 8 | 147.0 | | |
| | | | | | | | | | | | | |
| | Note : Please issue the work order | | | | | | | | | | | |

86801

APPROVED BY
28 MAR 2022
SOHAM MODI
MANAGING DIRECTOR