PURCHASE DIVISION
Advice for approval for credit to supplier

(8)

Date:	23/05/22	Prepared by	Prabhakar	Serial no.	- 4368
Supplier name	Abdul Aziz			HO inward no.	
Firm/Company	GVDC	Project	Synergy	HO received date	
PO/WO date	18/6/21	PO/WO No.	47798	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	014	13/12/21	37,325.00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,325.00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	37,325.00
Amount E – PO / WO value:	37,706.80
Amount F – Difference (A – E):	481.80
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	30/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		23 MAY 2022			
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.

ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9908194281
9182242690

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkdecorators@gmail.com

Seller GST No.: 36AYAPA9482A2ZQ Pan No. AYAPA9482A Mode of Transport : Product Reference No. State : Telangana, State Code : 36	Invoice No. : 014 Invoice Date : 13/12/2021 Date of Supply : PO No. & Date : 77798
Details of Receiver / Billed to : Name : G.V. Discovery centers PVT LTD Address : Buyer GSTIN 36AAHCG4940K1ZC State Telangana Code 36	**Details of Delivery Address :** Name : Address : Buyer GSTIN State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	Gypsum false ceiling site afice		794.4	39	30,981.6
	light cutting		26	25	650

ABDUL AZIZ Cell: 9908194281

ABDUL AZIZ Cell: 9908194281

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94095 Date: 5/5 Sign:

Total Invoice Amount : (Inwords) thirty Seven Thousand three hundred twenty five only	Total Amount Before Tax	31,631.6
	Add CGST @ 9 %	2846
	Add SGST @ 9 %	2846
	Add IGST @ %	
Goods once sold will not be taken back. Our responsibility ceases once delivery made.	Total Amount GST	5693
	Total Amount After Tax	37,325/-
	GST Payable on Reverse Charge	

For **ABDUL AZIZ**

Purchase Order

 06-05-2022 12:41:25 PM Original / Office Copy / Purchase Div.Copy

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Mr. Abdul Aziz Ansari	**Doc No**	77798	13245
Borabanda, Hyderabad.	**Doc Date**	18-06-2021	
	Quote No	Nil	
GSTIN 36AYAPA9482A2ZQ	**Quote Date**	09-11-2019	
9908194281	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Abdul Aziz Ansari

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *Gypsum False Ceiling - Plain*	890.00	34.00	0.00	18.00	35,706.80
			Total Order Value . . .			**35,706.80**

Rupees : Thirty Five Thousand Seven Hundred Six and Paise Eighty Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.552(a) dtd. 24.10.09 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	60% on delivery of all materials, 20% on starting of work and bal. after completion of all works.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site office purpose.
Completion Date	Work to be completed in 4days. 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	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Sangeetha
Sign: Sangeetha
Date: 21/08/2022

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : ____________ Name : ____________

Contact - -

Accepted the above Terms And Conditions
For *Mr. Abdul Aziz Ansari*

Date : __/__/____

duplicate

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	27	Date - site bills Register	3-12-21
Company Name:	GVDC	Site:	Genopoli
Name of Contractor	A212 (Aziz)		
Nature of work	False Ceiling		
Work done	From Date	To Date	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	work station	498	39	SFT	19,422	
2.	Confuence	165	39	SFT	6435	
3.	Pantry	46	39	SFT	1794	
4.	Toilet	29.3	39	SFT	1142	
5.	Verticals	56.10	39	RFT	2,187	
6.	Holes	26	25	Nos	650	
7.						
8.	GST				5,693	
9.						
10.						
11.	Total:				37325	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	77798	PO/WO date:	18-6-21

Remarks : work completed.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 03/12/2021	Date: 29-04-22	Date:
Sign: [signature]	Sign: Imran.	Sign:

APPROVED BY
29 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

Ask contractor for bill
and process for payment.

MEASUREMENT SHEET									
Company Name:		GV DISVCOVERY Centers			Approved				
Project:		Genopolis							
Work Description:		False Ceiling							
Name of the Contractor		AZIZ							
Prepared By		G Rajesh Babu							
Date:		03-12-2021							
			A	B	C	D	E=AxBxCxD	F	G=Sum of E
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	Work station	Work station	20'10"	25'10"	1.00	1.00	537.30	sft	
	deductions	DUCT	3'9"	10'5"	1.00	1.00	39.00	sft	498.00
2	Conference	Conference room	11	15'4"	1	1	165	sft	165
3	Pantry	Pantry	5	11'6"	1	1	46	sft	46
	Toilet	Toilet	7'4"	4'	1.00	1.00	29.30	sft	
5	Verticals	Conference room and ws	56.10	1.00	1.00	1.00	56.10	Rft	56.10
6	LED Hole cutting	LED Lights Hole cutting	1.00	1.00	1.00	26.00	26.00	nos	

[signature]

ESTIMATE SHEET						Approved	
Company Name:		GVDC					
Project:		GENOPOLIS					
Work Description:		False Ceiling					
Name of the Contractor		AZIZ					
Prepared By		G Rajesh Babu					
Date:		03-12-2021					
S No.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Item Head Total**
1	**Work station**	**Work station**	498.00	SFT	39.00	19,422.00	
						-	
	Conference	Conference room	165.00	SFT	39.00	6,435.00	
2	Pantry	Pantry Room	46.00	SFT	39.00	1,794.00	
							31,631.60
	Toilet	Toilet	29.30	SFT	39.00	1,142.70	
3	Verticals	Conference room,Workstations	56.10	Rft	39.00	2,187.90	
4	Holes	Hole cutting LED Light cutting	26.00	Nos	25.00	650.00	
	Note : Due to far sites 15 % Added As Per to Internal Memo 912/126, & Circular 852(E)						
		GST					5,693.69
		Total					**37325.29**