PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/6/22	Prepared by	Prabhakar	Serial no.	4739
Supplier name	Maa Sai seatings			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	1/4/22	PO/WO No.	84004	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	10	18/4/22	9,440/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,440/-
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:	9,440/-
Amount E – PO / WO value:	9440/-
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	6/6/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature] APPROVED			
Date		02 JUN 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.

Tax Invoice

MAA SAI SEATINGS 5th FLOOR,5-5-33,PLOT NO.105 TO 113/1 RK'S ELITE,MYTHRINAGAR ALLWYN COLONY KUKATPALLY,HYDERABAD GSTIN/UIN: 36AJZPK4074G1ZO State Name : Telangana, Code : 36 E-Mail : maasaiseatings@gmail.com	Invoice No. **10** Delivery Note Reference No. & Date.	Dated **18-Apr-22** Mode/Terms of Payment Other References **K.V.CHANDRASEKHAR**
Buyer (Bill to) **MODI PROPERTIES PVT LTD** 5-4-187/3&4,II ND FLOOR, M.G.ROAD,SECUNDERABAD. DELIVERY AT : HEAD OFFICE 5-4-187/3&4,11nd FLOOR, M.G.ROAD,SECUNDERABAD. GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. **87004/183462** Dispatch Doc No. Dispatched through Terms of Delivery	Dated **1-Apr-22** Delivery Note Date Destination

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**WORKSTATION TABLE** *SIZE : 1200X600X750*	9403	**1 nos**	8,000.00	nos	**8,000.00**
	CGST 9%					**720.00**
	SGST 9%					**720.00**
	Total		**1 nos**			**₹ 9,440.00**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94613 Date: 20/5 Sign: L

E. & O.E

Amount Chargeable (in words)

INR Nine Thousand Four Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9403	8,000.00	9%	720.00	9%	720.00	1,440.00
Total	**8,000.00**		**720.00**		**720.00**	**1,440.00**

Tax Amount (in words) : **INR One Thousand Four Hundred Forty Only**

Company's Bank Details
Bank Name : **ICICI BANK**
A/c No. : **631205501075**
Branch & IFS Code : **KUKATPALLY & ICIC0006312**

Company's PAN : **AJZPK4074G**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for MAA SAI SEATINGS

Authorised Signatory

This is a Computer Generated Invoice

Tax Invoice

(TRIPLICATE FOR SUPPLIER)

MAA SAI SEATINGS
5th FLOOR,5-5-33,PLOT NO.105 TO 113/1
RK'S ELITE,MYTHRINAGAR ALLWYN COLONY
KUKATPALLY,HYDERABAD
GSTIN/UIN: 36AJZPK4074G1ZO
State Name : Telangana, Code : 36
E-Mail : maasaiseatings@gmail.com

Invoice No. **10**	Dated **18-Apr-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **K.V.CHANDRASEKHAR**
Buyer's Order No. **87004/183462**	Dated **1-Apr-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Buyer (Bill to)
MODI PROPERTIES PVT LTD
5-4-187/3&4,II ND FLOOR,
M.G.ROAD,SECUNDERABAD.
DELIVERY AT :
HEAD OFFICE
5-4-187/3&4,11nd FLOOR,
M.G.ROAD,SECUNDERABAD.
GSTIN/UIN : 36AABCM4761E1ZM
State Name : Telangana, Code : 36

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	CGST 9%					720.00
	SGST 9%					720.00
	Total		**1 nos**			**₹ 9,440.00**

Material Received

PROPERTIES PVT. LTD. SEC'BAD MODI

SUMMIT SALES LLP IN WARD No: 94613 Date: 20/5 Sign: R.R. DIST.

E. & O.E

Amount Chargeable (in words)
INR Nine Thousand Four Hundred Forty Only

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for MAA SAI SEATINGS

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1   01-04-2022 16:55:33

87004
04.04.22 1:33:41

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details

Maa Sai Seatings
5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72.

GSTIN 36AJZPK4074G1ZO

9246243243

Doc No	87004	183462
Doc Date	01-04-2022	
Quote No	Nil	
Quote Date	30-06-2021	
SupplyType	Supply	

Kind Attn : K.V. Chandra Sekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5580 - Furniture - Work Station - NA - nos *Work Station with Pedastal - 4'0 x 2'0 - 01 no*	8.00	1,000.00	0.00	18.00	9,440.00
					Total Order Value . . .	**9,440.00**

Rupees : Nine Thousand Four Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand	Brand as standard rate approved by MD dt. 30-06-2021. Grey colour.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	One year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for Head office security kiosk.
Completion Date	Work shall be completed within 5days from the date of the work order.
Measurment	Nil
Security	Nil
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.'

i Properties Pvt.Ltd.

Signatory

04/04/2022

Accepted the above Terms And Conditions

For ***Maa Sai Seatings***

Name : ____________________

Date : __/__/____

For **Mod**

Authorised

Name : ___

B

Requisition Form

Company Name:	MPPL	Date:	31-03-2021
Site & Phase :	HO	Time:	10:30 AM
Supplier		Req. No.	183462
Material required before date:	Urgent	ID No.	75223

No	Description	Size	Quantity	Units	Inward No	Date
1	WORK STATION DESK WITH PEDASTAL	4'X2'	01	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Grey colour

87004

Remarks : Towards security usage purpose at HO

Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	31- 3-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
01 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Furniture quote comparison 29-06-21 ver5 (2).xlsx

Office Furniture

Topic:		Office Furniture negotiated rates.						
Company name:		SSLLP						
Prepared by:		Murthy/Prabhakar						
Date:		29 June 2021						
Supplier - Linus Consultants PVT LTD (KBD)								
S.no	Description	Indicative size (Height x Width)	Area in sft	Units	Rate to be calculated on	Final rate given - including GST	Final amount including GST	Soham's Remarks
1	4ft Desk - 2'6" Height	5 x 2	10.00	per sft	Horizontal surface	915	9,150	Approved
2	5ft Desk - 2'6" Height	4 x 2	8.00	per sft	Horizontal surface	1,062	8,496	Approved
3	4ft Desk without Upper Storage - as per design	6.5 x 4	26.00	per sft	Vertical surface	700/- 740	19,240	
4	Low Storage - 2' Depth	6 x 2.5	15.00	per sft	Vertical surface	1,121	16,815	Approved
5	Conference Table - all sizes	7 x 3	21.00	per sft	Horizontal surface	885	18,585	Approved
6	Partitions - 4 ft ht	8 x 4 + 5 x 4	52.00	per sft	Vertical surface	413	21,476	Sample?
7	2 Drawer Pedestal(H x D x W)	2.25 x 1.5 x 1.33	1.00	per unit	NA	8,024	8,024	
Supplier of Maa Sai Seating								
S.no	Description	Indicative size (Height x Width)	Area in sft	Units		Final rate given - including GST	Final amount including GST	Soham's Remarks
1	4ft Desk - 2'6" Height	5 x 2	10.00	per sft	Horizontal surface	1,180	11,800	Approved
2	5ft Desk - 2'6" Height	4 x 2	8.00	per sft	Horizontal surface	1,180	9,440	Approved
3	4ft Desk without Upper Storage - as per design	6.5 x 4	26.00	per sft	Vertical surface	705/- 708	18,408	
6	Work Stations - Lenior	4 x2	10.00	per sft	Horizontal surface	1,180	11,800	Drawing?
7	Conference Table - all sizes	7 x 3	21.00	per sft	Horizontal surface	1,180	24,780	Approved
8	Work Station Chairs with casters - Kabil	-	1.00	per unit	NA	5,310	5,310	Approved
9	Visitor Chairs -	-	1.00	per unit	NA	3,540	3,540	Approved
10	Storage Units - 18" to 2" depth - all sizes	5 x 2.5	12.50	per sft	Vertical surface	1,050	13,125	Approved
11	2 Drawer Pedestal(H x D x W)	2.25 x 1.5 x 1.33	1.00	per unit	NA	4,720	4,720	Approved
12	Partitions - 4 ft ht	8 x 4 + 5 x 4	52.00	per sft	Vertical surface	560	29,120	Approved

T. D. Nprecey
29/6/21

29/06/2021

APPROVED BY
30 JUN 2021
SOHAM MODI
MANAGING DIRECTOR

4x2 = 8496
8968

confirm price
item # 3

17046

4x2