

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date: 4/6/22		Prepared by: <i>Pabhyak</i>		Serial no.	
Supplier name: Mr. M. Sudarshan				HO inward no. 4000	
Firm/Company: MPL		Project: MPL		HO received date	
PO/WO date: 15/3		PO/WO No. 86424		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	179	28/4/22	1,46,272.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,46,272.00
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:			1,46,272.00
Amount E – PO / WO value:			3,72,242.80
Amount F – Difference (A – E):			2,25,970.80
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		12/6/22	
Remarks: Part Delivery			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		<i>Pabhyak</i>			
Sign:		<i>Pabhyak</i>			
Date					
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, Bollaram, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Installation Report

Name :

Modi Properties Pvt Ltd

5-4-187/3x4 II Floor M.G. Road Secbad

GST No 36 ABCM 4761 E12M

Bill No.

179

Date : 28-4-22

D.C No.

5

Date :

Order No. 86424

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	<u>UPVC Sliding window</u>						
1	Two.5trak Sliding windows 4mm glass and mesh 5'0 x 4'0 x 10 Nos	39252000		SFT 200-0	345=00	69000	00
2	— do — 4'0 x 3'0 x 4 Nos	"		48-0	385=00	18480	00
3	— do — 3'0 x 4'0 x 4 Nos	"		48-0	385=00	18480	00
4	— do — Ventilators 3'0 x 2'0 x 6 Nos	"		36-0	500=00	18000	00
	C, 506, 806						

Rupees in Words : One Lakh Forty Six

Thousand Two hundred

Seventy Two and Eighty Paise

SUB TOTAL

123960 00

SGST %

9

11156 40

CGST %

9

11156 40

IGST %

GRAND TOTAL

146272 80

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 responsibility ceases no seener goods are handed over to the carrying agency.
4. Subject to secunderabad Jurisdiction Only.

For **M. SUDARSHAN***Sudarshan*

Signature

M. SUBARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No 1248 Pioneer Bazar, Belluram, Secunderabad - 500 010 T.S.

Email : subarshan@rediffmail.com

GSTIN No. 58B5PM3341Z1W

Sl. No.		PARTICULARS		QTY	UNIT	AMOUNT
1		UPVC Sliding Windows				
2		UPVC Sliding Windows				
3		UPVC Sliding Windows				
4		UPVC Sliding Windows				
5		UPVC Sliding Windows				
6		UPVC Sliding Windows				
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200		UPVC Sliding Windows				

Subarshan M. Subarshan
2000 Two and Half Lakh
The Windows
One (Lakh Fourty Six
Rupees in Words)

M. SUBARSHAN

Signature



TERMS & CONDITIONS:
1. Goods once sold, will not be taken back and no claim for exchange or damage will be entertained.
2. Change dispatches for 50% Extra.
3. Our responsibility ceases on receipt of goods and no return policy.
4. Payment to be made in advance only.

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

Company/ firm:	modi properties pvt ltd	Requisition nos.:	178397
Project:	may flower platinum	PO no.:	86424
Supplier:	M. Sudarshan	Material type:	UPVC windows (partial)

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	30-04-22	C-803	1) UPVC sliding window	5'x4'	13 No's
2.		C-506	2) UPVC " "	4'x3'	6 "
3.		C-806	3) UPVC " "	3'x4'	4 No's
4.			4) UPVC " "	-	-
5.			5) UPVC open window	-	-
6.			6) UPVC top hung "	3'x2'	8 No's
7.			7) UPVC sliding windows	-	-
8.			8) French door	8'x7'	1 No's
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					32 No's
Remarks: work completed in 3 flats					

Approved by	Project manager	Security	Admin (Audit)
	Kumar 30/4/22	Devesh 30/4/22	S.

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 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 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.

M. SUDARSHAN

Fabrication of Aluminium Partitions, Door's, Windows & Glazing Work's
H.No. 1348, Poineer Bazar, Bolarum, Sec-bad. Cell:9849102251

GST No: 36BBIPM8347N1ZW

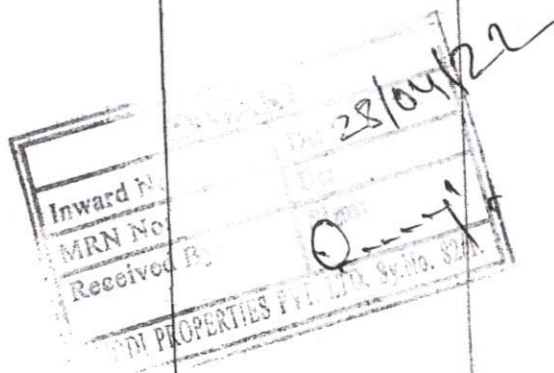
DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS
Modi Properties Pvt Ltd
5-4-187/34 II Floor Main Road Sec-bad
36AABCM4761E1ZM

D-C No. 5 : 27-4-2022
DATE
CUSTOMER D-C No
& DATE
CUSTOMER Ord. Ref. : 86424

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	<u>UPVC Windows</u>		
1	5'-0 x 4'-0 —	10 Nos	
2	4'-0 x 3'-0 —	4 Nos	
3	3'-0 x 4'-0 —	4 Nos	
4	3'-0 x 2'-0 —	6 Nos	

C, 506, 806



RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN
Suchalany

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	86424	PO date:	17/3/22	Req. no.:	178397
Advice Scan ID					
MRN nos. related to PO					
☒	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO - Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☒	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer: Partly work completed. Bto Balance work is under progress					
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
Shravani A	[Signature]	6/5/22			
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☒	Part bill received against this PO.		Bill nos.	175	
☐	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid		
Remarks by Accountants: [Signature]					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing - get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO	☒	Keep PO open. Material awaited		
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier - suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

The following table shows the results of the survey conducted in the year 1947-1948. The data is presented in a tabular format, with columns representing different categories and rows representing individual data points. The table is organized into two main sections, each containing a list of items and their corresponding values.

Category	Item	Value
Section 1	Item 1	100
	Item 2	200
	Item 3	300
	Item 4	400
	Item 5	500
	Item 6	600
	Item 7	700
	Item 8	800
	Item 9	900
	Item 10	1000
Section 2	Item 11	1100
	Item 12	1200
	Item 13	1300
	Item 14	1400
	Item 15	1500
	Item 16	1600
	Item 17	1700
	Item 18	1800
	Item 19	1900
	Item 20	2000

The data indicates a steady increase in values across the items surveyed, with the highest values recorded in the second section of the survey.

Estimate/Draft PO

Page(s) 1 Of 2

15-03-2022 12:36:35



86424

28.02.22 2:52:30

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

Mr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	86424	178397
Doc Date	15-03-2022	
Quote No	Nil	
Quote Date	09-03-2022	
SupplyType	Supply And Installation	

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 71.50" x 47.50" - 03 nos	72.00	335.00	0.00	18.00	28,461.60
2 2431 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 5ft X 4ft - Sft 59.50" x 47.50" - 16 nos	320.00	345.00	0.00	18.00	130,272.00
3 2437 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 3ft - Sft 47.50" x 35.50" - 07 no	84.00	385.00	0.00	18.00	38,161.20
4 2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft 23.50" x 47.50" - 01 nos	8.00	485.00	0.00	18.00	4,578.40
5 2449 - Carpentry - windows - UPVC Openable window - 3ft X 2ft - Sft Top Hung - 35.50" x 23.50" - 11 nos	66.00	500.00	0.00	18.00	38,940.00
6 2439 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 3ft X 4ft - Sft 35.50" x 47.50" - 06 nos	72.00	385.00	0.00	18.00	32,709.60
7 2428 - Carpentry - windows - UPVC window - NA - Sft French Door - 8'0 x 7'0 - 03 nos	168.00	400.00	0.00	18.00	79,296.00
8 2428 - Carpentry - windows - UPVC window - NA - Sft French Door - 6'0 x 7'0 - 01 nos	42.00	400.00	0.00	18.00	19,824.00

Total Order Value 372,242.80

Rupees : Three Lakh(s) Seventy Two Thousand Two Hundred Fourty Two and Paise Eighty 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 15 days.

Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

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. 37,224/- to be pay vide cheque no. , dtd.

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**Name : 15/03/2022

Name : _____

Date : ___/___/___

S.no.	Bill no.	Bill Dt.	Amount
1.	175	07/01/22	68,133
2.			
3.			
4.			
5.			



Estimate/Draft PO

Page(s) 2 Of 2

15-03-2022 12:36:35

Original / Office Copy / Purchase Div.Copy

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for C- 506,803,806,102 model flats purpose.

Completion Date

Work to be completed within 4 working days. 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

'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 **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

Date : __/__/__

Requisition Form - UPVC Windows (Luxury/Deluxe Flats)											
Company	MPPL	Site & Phase		May Flower Platinum							
Req. no.	178397	Req. Date	2022-02-21								
Material required before	2022-02-27	ID no.	74050								
Prepared by:	K.Narendar Reddy			Approved by (sign):							
Flat / Block no:	B-103, B-303, B-603, B-704, C-506, C-803, C-806, C-102- model flat use purpose										
Supplier :											
Type I 1500 Sft 3BHK Order Value:	1 Flats										
Type II 1800 Sft 3BHK Order Value:	6 Flats										
Type II 1500 Sft 3BHK Order Value:	1 Flats										
S No.	Item Description	Units	Type I 1500 Sft 3BHK Order flat	Type II 1500 Sft 3 BHK Order Value:	Type III 1800 Sft 3BHK requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date
1	Sliding Window 6'x4'-2.5 track	nos	-	-	1	6	-	6	144.0	3+3	
2	Sliding Window 5'x4'-2.5 track	nos	-	4	4	32	-	32	640.0	16+16	
4	Sliding Window 4'x3'-2.5 track	nos	-	2	1	15	-	15	180.0	8+7	
5	Sliding Window 5'x3'-2.5 track	nos	-	-	-	-	-	-	-		
6	Sliding Window 3'x4'-2.5 track	nos	-	-	2	12	-	12	144.0	6+6	
7	Openable Window 2' x 4'	nos	-	-	2	2	-	2	16.0	1+1	
8	Top Hung Window 2' x 2'	nos	-	-	1	1	-	1	4.0	1	
9	Top Hung Window 3' x 2'	nos	-	2	2	22	-	22	132.0	11+11	
10	French Window 8' x 7' -2.5 track	nos	-	-	1	6	-	6	336.0	2+3	
11	French Window 6' x 7' -2.5 track	nos	-	1	1	2	-	2	84.0	1+1	
	Total		-	9	11	98	-	98	1680.0		

FOR MDS APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Pending SLLP stock
- ☐ Other



86mm ✓
86mm ✓

Requisition Form - Vetrified tiles for flooring

Req. no.

Material required before

Prepared by:

Flat / Block no:

MPTL

178339

2022-01-24

Site & Phase

Req. Date

ID no.

May Flower Platinum

2022-01-21

73224

Approved by (sign):

Towards Ground Floor Ducts flooring use purpose

Type 1800 sft 3BHK Order Value:

Type 2140 sft 3BHK Order Value:

0 Flats

0 Flats

S No.

Item Description

Units

Qty required
for Type I 1500 Sft
3BHK flat

Qty required
for Type II 1500 Sft
3BHK flat

Qty required
for Type III 1800 Sft
3BHK flat

Qty required
for Type IV 2140 Sft
4BHK flat

Quantity required

Qty Available at site

Balance Qty to be
ordered

Inward No

Date

1 Floor Tiles - 300 mm x 300mm

sft

5,500.0

5,500.0

-

5,500.0

Note : Please make PO as per SSLP sock and take approval of MD sir

Total

5,500.0

5,500.0

APPROVED BY

27 JAN 2022

SOHAM MODI
MANAGING DIRECTOR

pur

Form for closure of purchase order

Data required from site/engineers					
PO no.	86424	PO date	17/3/22	Req no.	178397
MRN nos. related to PO		105751			
☒	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO - Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☒	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer: Partly material Received. Work under progress.					
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
A. Sravani	[Signature]	14/4/22	[Signature]	[Signature]	
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.			Bill nos.	
☐	All bills received against this PO.				
☐	Advance paid against this PO.			Amount paid	
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP for material supplied.				
☒	Get proof of delivery from site.				
☒	Barcoded PO missing - get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO			☒	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier - suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

