PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/05/22	Prepared by	Prabhakar	Serial no.	- 4287
~~Supplier name~~	Leela Steel Railings & Furnishing			~~HO inward no.~~	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	31/1/22	PO/WO No.	85031	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.				☑ Yes □ No
2.	065	20/4/22	80,476-00	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	80,476-00
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:	80,476-00
Amount E – PO / WO value.	80,476-00
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	23/05/22
Remarks: NOC taken from accounts!	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		19 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.

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: mehta & modi Realty KOWKUR LLP	Invoice No. 065	Date : 20-4-2022
	Delivery Note : 85031 / 141154	Made of Payment :
	Buyers Order No. :	Date : 25-4-2022
GST No. : 36ABLFM7631F1Z3	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	GLass Balcony Railing. S.S. 10mm	7306	36	1100	39,600/-
2	Glass Balcony Railing. S.S. 10mm	7306	26	1100	28 600/-

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94571 Date: 19/5 Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value		68,200
Rupees in words: Eighty thousand for handred sixenty six rupees only/-	Add CGST	9 %	6138
	Add SGST	9 %	6138
	Add IGST	%	
	GRAND TOTAL		80476

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within........................days.

For LEELA STEEL RAILING & FURNITURE

मोहनराम

Proprietor

Purchase Order

08-05-2022 12:18:05 PM

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

Leela Steel Railing & Furniture
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.

8125765219/7075802950

Doc No	85031	141154
Doc Date	31-01-2022	
Quote No	Nil	
Quote Date	03-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *12'0 x 2'10 x 10mm thick glass - 03 nos*	36.00	1,100.00	0.00	18.00	46,728.00
2	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *13'0 x 2'10 x 10mm thick glass - 02 nos*	26.00	1,100.00	0.00	18.00	33,748.00

Total Order Value . . . **80,476.00**

Rupees : Eighty Thousand Four Hundred Seventy Six Only.

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	To be delivered in a month to be delivered in parts as given by site through email and approved by purchase divison.
Delivery Location	Greenwood Heights Sy no. 196, Kowkur. Phone. 040-66335551
Penality For Delay	Bill 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 bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 8,048/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for flat no. B-310,313,411,412,513 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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.'

Books of accounts verified and no bills w.r.t this PO were received by accounts
Name: S. Nyanullan
Sign:
Date: 10/05/2022

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Leela Steel Railing & Furniture*

Name : ______________________ Name : ______________________ Date : __/__/____

Requisition Form - Glass Balcony railing			
Company			
Req. no.	MMR Kowkur llp		
Material required before	141154	Site & Phase	GHT
Prepared by:	02-02-2022	Req. Date	29-01-2022
Flat / Block no:	A Suresh	ID no.	
Name of the supplier	B 310, 313, 411&412&513	Approved by (sign):	APPROVED 19 MAY 2022 Sr. MANAGER
Type B2 1715 Sft 3BHK Order Value:	Mohan Ram		
Type B 1250ft 2BHK Order Value:		3.0	
		2.0	

S No.	Item Description	Units	Qty required for Type 1715 Sft3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Qty required for Type 1715 Sft3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No
1	Glass railing (12' .0 x 2'.10")X 3	Sft	12		12		3	-	-	36.0	
	Glass railing (13' .0 x 2'.10")X 2	Sft	13		13		2			26.0	
	Total							-	-	62.0	
	Note : Please issue the work order										

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	141154
Project:	GHT	PO no.:	85031
Supplier:	LEELA STEEL RAILING furniture	Material type:	Glass Balcony railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	30/04/2014	03	Glass Balcony railing	12 X 3	36
2.	30/4/2014	02	Glass Balcony railing	13 X 2	26
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Remarks: Work Completion

Total: 62.0

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, 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 provided regularly. However, must be provided within one working day of request from purchase.

APPROVED BY

22 JUN 2022

PROJECT MANAGER