PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/08/22	Prepared by	MINISH	Serial no.	[redacted]
Supplier name	Abdul Aziz.			HO inward no.	
Firm/Company	GVRC	Project	Purnopolis.	HO received date	
PO/WO date	18/05/22	PO/WO No.	88365.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	029.	08/08/22	86,718/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	86,718/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	
MRN nos.: Installation report attached.	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:	86,718/-
Amount E – PO / WO value:	86,744/-
Amount F – Difference (A – E):	(-) 26/-
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	50%. Advance Paid Rs.- 16,992/-
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		16 AUG 2022			
Date		MINISH PARIKH MANAGER-PURCHASE			
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

ABDUL AZIZ

Cell : 9908194281
9182242690

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. : 029 Invoice Date : 08/08/2022 Date of Supply : PO No. & Date : 88365
Details of Receiver / Billed to : Name : GV Reserch Centers PVT LTD Address : Buyer GSTIN 36AAHCG4562D1ZP 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	2727 East lobby	998391	591.38	36	21289.68
	2727 west lobby		1450	36	52,200

SUMMIT SALES LLP R.R. DIST. IN WARD No: 97567 Date: 8/8/22 Sign:

Total Invoice Amount : (Inwords) Eighty Six thousand Seven hundred Seventeen only	Total Amount Before Tax	73,489.68
	Add CGST @ 9 %	6,614.07
	Add SGST @ 9 %	6614.07
	Add IGST @ %	
	Total Amount GST	13,228.14
Goods once sold will not be taken back. Our responsibility ceases once delivery made.	Total Amount After Tax	86,717.82
	GST Payable on Reverse Charge	

For **ABDUL AZIZ**

ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9966194281
9182212680

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, P.O.P Ceiling, Gypsum Board, Partition Works.
Thermocol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.
14-1-56/3/B, Alpahar, Bommanda, Hyderabad - 500 0[illegible] Email : [illegible]@gmail.com

Seller GST No.: 36AYAPA9482A2ZO	Invoice No. [illegible]
Pan No. AYAPA9482A	Invoice Date 08/03/2021
Mode of Transport :	Date of Supply
Product Reference No.	PO No. & Date 58365
State : Telangana, State Code : 36	

Details of Receiver / Billed to : GV Research Centers PVT LTD

Details of Delivery Address

Name

Address

Buyer GSTIN 36AAHCG4562D1ZP

State Telangana Code 36

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	[illegible] East lobby	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible] West lobby		[illegible]	[illegible]	[illegible]

Total Invoice Amount (in words) : Eighty Six Thousand Seven hundred Seventeen only

Total Amount Before Tax	[illegible]
Add CGST @ 9 %	[illegible]
Add SGST @ 9 %	[illegible]
Add IGST @ ....%	
Total Amount : GST	[illegible]
Total Amount After Tax	[illegible]
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made

For ABDUL AZIZ

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

Sl. No. – site bills register	592	Date - site bills Register	30/5/22
Company Name:	GVRC	Site:	Innopolis
Name of Contractor	Abdul Aziz.		
Nature of work	False ceiling		
Work done	From Date 07/3/22	To Date	28/3/22

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	2727-East lobby	591.38	36	sft	21289.68	
2.	2727-West lobby	1450	36	sft	52200	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				73,489.68	

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

Remarks : Work completed.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 30/5/22	Date:	Date:
Sign: Mayur	Sign:	Sign:

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.

MEASUREMENT SHEET									
Work Description	**False Ceiling**								
Name of the Contractor	**Abdul Aziz**				**Approved by**		**Madhu.T**		
Prepared By	**Praveen.K**				**Req no:**	**164954**			
Work Date	**07.03.20.22 -28.03.2022**				**PO no:**	**88365**			
Bill Date	**30-05-2022**								
			A	**B**	**C**	**D**	**E=AxBxCxI**	**F**	
S.No	**Item Head**	**Item Description**	**Length**	**Width**	**Height**	**No's**	**Quantity**	**units**	**G= Sum of E Item Head Total**
1	2727-East lobby	False ceilling	20.75	9.50	1.00	3.00	591.38	sft	
2	2727--west lobby	False ceilling	24.00	12.50	1.00	4.00	1200.00	sft	
			12.50	5.00	1.00	4.00	250.00	sft	
									2041.375

ESTIMATE SHEET							
Company Name:	**GVRC**				**Approved By**		
Project:	**Innopolis**				**Madhu.T**		
Work Description:	**False Ceilling**						
Name of the Contractor	**Abdul Aziz**						
Prepared By:	**Praveen.K**						
Date:	**30-05-2022**						
S No.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Item Head Total**
	1	2727-East lobby	591.38	sft	36.00	21289.68	
	2	2727-West lobby	1450.00	sft	36.00	52200	
							73489.68

Purchase Order

88365
27.04.22 12:24:13

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G.S.T No. : 36AAHCG4562D1ZP

Supplier Details			
Abdul Aziz #14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500018	**Doc No**	88365	164954
	Doc Date	18-05-2022	
	Quote No	Nil	
GSTIN 36AYAPA9482A2ZQ	**Quote Date**	16-02-2022	
9908194281	**SupplyType**	Supply	

Kind Attn : Mr. Abdul Aziz

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *plain false ceiling*	2,042.00	36.00	0.00	18.00	86,744.16
			Total Order Value . . .			**86,744.16**

Rupees : Eighty Six Thousand Seven Hundred Fourty Four and Paise Sixteen Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% advance at the time of PO, balance on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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	Rs. 16,992/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 east, west side lobby 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	'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 ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Abdul Aziz***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.		Date:	16.05.2022
Site & Phase:	Innopolis.		Time:	1:00
Supplier	Adul Aziz Ansari		Req. No.	164954
Material required before date:		17.05.2022	ID No.	76461

No	Description	Size	Quantity	Units	Inward No	Date
1.	False ceiling	-	2042	sft		
2.						
3.						
4.						
5.						
6.						
7.			88365			
8.						
9.						
10.						
11.						
12.						

Remarks: Towards 2727 East,West side lobby

Prepared By	Praveen.K	Approved by	Madhu.P
Sign. & Date	16.05.2022	Sign. & Date	16.05.2022

Note: Work is already completed

APPROVED
21 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE