PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/09/22	Prepared by	C.Mohammed	Serial no.	8283
Supplier name	M/s. Leela Steel Railing & Furniture			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	21/07/22	PO/WO No.	90249	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	081	21/07/22	115,640/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	115640/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Installation report	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:	115640/-
Amount E – PO / WO value:	115,640/-
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	19/09/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Chand Mohammed				
Sign:	C.Mohammed				
Date	15/09/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
16 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 KOLWKUR LLP, 5-4-187/ 3&4, IInd FLOOR, MG. Road SOHAM MANSION, SECUNDERABAD
GST No. : 36ABLFM7631F1Z3

Invoice No. 081	Date : 21-07-2022
Delivery Note :	Made of Payment :
Buyers Order No. 90249 / 142086	Date : 06-08-2022
Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
	964000 STEL-steel Railing. stainless steel	7306	280	350	98,000

SUMMIT SALES LLP R.R. DIST. INWARD No: 98651 Date: 5/9/22 Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value		98.000
Rupees in words: ONE lakh Fifteen Thousand six hundred forty ONLY	Add CGST	9 %	8820
	Add SGST	9 %	8820
	Add IGST	%	
	GRAND TOTAL		115,640

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

 21-07-2022 12:21:06 PM

90249
14.07.22 12:47:28

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50(
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Mr. Mohan Ram	**Doc No**	90249	142086
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	21-07-2022	
	Quote No	NIL	
	Quote Date	06-04-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft *280 RFT*	280.00	350.00	0.00	18.00	115,640.00
					Total Order Value . . .	**115,640.00**

Rupees : One Lakh(s) Fifteen Thousand Six Hundred Fourty 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	50% as advance & balance 50% after delivery of all materials & completion of the work
Tax	All taxes included in above price.
Delivery Date	Within 2days.
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. 57,820/- to be pay vide cheque no. dt.25/07/2022.
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 4 Meter staircase SS Railing work purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 2days. 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.'

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

21/07/22

Name : ____________

Contact ...

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Mehta & Modi Realty Kowkkur LLP	Date:	2022-07-19			
Site & Phase :	GHT	Time:	17.50 pm			
Supplier:	Mohanram (LEELA STEEL & RAILING & GLASS WORK)	Req. No.	142086			
Material required before date:	2022-07-21	ID No.	78173			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9640-Steel-Railing-Stainless steel--900Hmm-Rft	280		280	350/ +18/	
2						
3						
4	PO / 90249 /					
5						
6						
7						
8						
9						
10						
Remarks:	GHT Site 4 METER STAIRCASE SS RAINLING WORK PURPOSE					
	Engineer	Project Manager		Purchase		MD
Prepared By:	ASMA					
Approved By:	A SURESH					
Sign & Date:	2022-07-19					

APPROVED
21 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

INSTALLATION REPORT

Company/ firm:	MMRK-LLP	Requisition nos.:	142086
Project:	GHT	PO no.:	90249
Supplier:	Mr. Mohan Ram	Material type:	SS Railing

Details of installation:

Sl. No	Date of installation	Unit no.	Material details	Size	Qty
1.	05-08-22	1	SS Railing	3'	280
2.			[4m staircase		
3.			- B Block]		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	280 Rft.

Remarks: 4m Staircase SS Railing Installation work completed.

	Project manager	Security	Admin (Audit)
Approved by			

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
[illegible] AUG 2022
A. SURESH
PROJECT MANAGER