PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/01/2023	Prepared by	Venkatesh	Serial no.	13531
Supplier name	M/s Leela steel Railing & furniture			HO inward no.	
Firm/Company	MHPL	Project	SOV-III	HO received date	
PO/WO date	09/12/22	PO/WO No.	94848	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	095	07/12/22	37,170/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,170/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116690	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:	37,170
Amount E – PO / WO value:	37,170
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	06/02/2023
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venkatesh			
Sign:		APPROVED 28 JAN 2023			
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 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.: MODI HOSING PVT. LTD. M.G. Road. SECUNDERABAD.	Invoice No. 095	Date : 7-12-202
	Delivery Note :	Made of Payment :
	Buyers Order No. : 94840 / 185343	Date : 9-12-2022
GST No. : 36AADCM5906D2Z0	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	STEL ROLLINS.	7306	90	350	31,500/-

SUMMIT SALES LLP R.R. DIST. IN WARD No. 6025 Date 25/1/23 Sign:

INWARD Inward No. 668 Dt 25/1/23 MRN No. 116690 Dt 25/1/23 Received By: Sign: M H P L-SOV-III

GST No. : 36CRBPB0826R1ZO	Gross Value	31500/-
Rupees in words: Thirty seven THOUSAND ONE HUNDRED SEVENTY ONLY.	Add CGST 9 %	2835/-
	Add SGST 9 %	2835/-
	Add IGST %	
	GRAND TOTAL	₹37170/-

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

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Proprietor

Purchase Order

 27-01-2023 10:40:13

94848
29.11.22 5:53:07

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Mr. Mohan Ram	**Doc No**	94848	185343
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	09-12-2022	
	Quote No	nil	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	09-12-2022	
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	90.00	350.00	0.00	18.00	37,170.00
					Total Order Value . . .	**37,170.00**

Rupees : Thirty Seven Thousand One Hundred Seventy 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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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.11,358 RTGS/ Neft
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 villa no. 183 SS railing work purpose.
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 ***Modi Housing Pvt.Ltd***

Authorised Signatory

Name : Veerl Thakur

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	Modi Housing Pvt Ltd	Date:	09-12-2022				
Site & Phase :	SOV-III	Time:	10:00				
Unit No./Block No.	For commercial complex SS railing purpose						
Supplier:		Req. No.	185343				
Material required before date:	13-12-2022	ID No.	82273				
S No	Item 94848	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts ~~[illegible]~~ x 3.28	27.43	0	27.43			
2	350	90					
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	For commercial complex SS railing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.Meenakshi						
Approved By:	K.Purshotham 09-12-2022						
Sign & Date:							

APPROVED
09 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	MHDL SOV	Requisition nos.:	185343
Project:	SOV - (II)	PO no.:	94848
Supplier:	M/s Leela steel Railing & Furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	25/1/23	Commercial Complex	SS Railing	900Hmm	90 Rft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	90Rft

Remarks:

	Project manager	Security	Admin (Audit)
Approved by	APPROVED BY 27 JAN 2023		

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.

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M/s. LEELA STEEL RAILING & FURNITURE

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Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer :		
M/s.: MODI HOSING PVT. LTD. M.G. Road. SecUNNeRABad	Invoice No. 095	Date : 7-92-202
	Delivery Note :	Made of Payment :
	Buyers Order No. 9484 / 185343	Date : 9-12-2022
GST No. : 36AADCM5906D2Z0	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	STEL ROLLINS.	7306	90	350	31,500/-

SUMMIT SALES LLP R.R. DIST. IN WARD No. 6U2 Date 5/1/23

INWARD
Inward No. 618 Dt. 25/1/23
MRN No. 116690 Dt. 25/1/23
Received By: Sign:
M H P L-SOV-III

GST No. : 36CRBPB0826R1ZO			
Rupees in words: Thirty seven THOUSAND ONE HUNDRED seven ONLY	Gross Value		31500/-
	Add CGST	9 %	2835/-
	Add SGST	9 %	2835/-
	Add IGST	%	
	GRAND TOTAL		37170/-

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For LEELA STEEL RAILING & FURNITURE

Proprietor