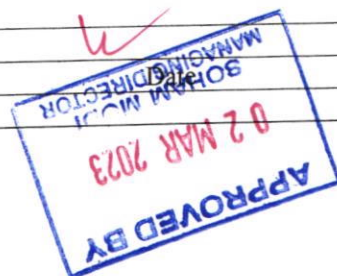


## Form for closure of purchase order

|                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------|-------------|---------|
| Data required from site/engineers:                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| PO no.:                                                                                                                                                                                                                                    | 95079                                                                                                                                                                                                                                                                                                        | PO date:                 | 15/12/22                                                  | Req. no.:   | 206544  |
| MRN nos. related to PO                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                              | Advice Scan ID           |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Part material received.                                                                                                                                                                                                                                                                                      |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Full material received.                                                                                                                                                                                                                                                                                      |                          |                                                           |             |         |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                        | Material not received.                                                                                                                                                                                                                                                                                       |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Close PO – Balance material will be re-ordered by new requisition.                                                                                                                                                                                                                                           |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Cancel PO. Material not required.                                                                                                                                                                                                                                                                            |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Cancel PO. Material will be re-ordered by new requisition.                                                                                                                                                                                                                                                   |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Keep PO open. Material required.                                                                                                                                                                                                                                                                             |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Keep PO open. Work under progress.                                                                                                                                                                                                                                                                           |                          |                                                           |             |         |
| Remarks by engineer: close the po.                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| 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    |
| S. Naganmai                                                                                                                                                                                                                                | [Signature]                                                                                                                                                                                                                                                                                                  | 9/12/23                  | T. Madhu                                                  | [Signature] | 9/12/23 |
| Data required from accounts:                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Checked with E&D for receipt of bills.                                                                                                                                                                                                                                                                       |                          |                                                           |             |         |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                        | Bills not received against this PO.                                                                                                                                                                                                                                                                          |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Part bill received against this PO.                                                                                                                                                                                                                                                                          | Bill nos.                |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | All bills received against this PO.                                                                                                                                                                                                                                                                          |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Advance paid against this PO.                                                                                                                                                                                                                                                                                | Amount paid              |                                                           |             |         |
| Remarks by Accountants:                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| Bills not received against this PO                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| 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    |
| J. Hanipriya                                                                                                                                                                                                                               | J. Hanipriya                                                                                                                                                                                                                                                                                                 | 17/04/23                 |                                                           |             |         |
| Advice by MD - action to be taken by purchase:                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Get certified bill from supplier (not original).                                                                                                                                                                                                                                                             |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Prepare bill in SLLP for material supplied.                                                                                                                                                                                                                                                                  |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Get proof of delivery from site.                                                                                                                                                                                                                                                                             |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Barcoded PO missing – get certified copy from Accounts.                                                                                                                                                                                                                                                      |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Thereafter, prepare advice to credit to supplier and send to HO for processing.                                                                                                                                                                                                                              |                          |                                                           |             |         |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                        | Close PO                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> | Keep PO open. Material awaited                            |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Send barcoded PO to MDs desk. PO to be closed thereafter.                                                                                                                                                                                                                                                    |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.                                                                                                                                                                                                                            |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.                                                                                                                                                                                                                            |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | 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. |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | E&D to check receipt of bill and enter comments below.                                                                                                                                                                                                                                                       |                          |                                                           |             |         |
| <input type="checkbox"/>                                                                                                                                                                                                                   | Details of material supplied and balance material to be supplied is required.                                                                                                                                                                                                                                |                          |                                                           |             |         |
| Remarks:                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
|                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                              |                          |                                                           |             |         |
| Prepared by                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                              | Sign                     |                                                           |             |         |

Cancel PO!



**Supplier Details**

Shubham Enterprises  
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

GSTIN 36AELFS6374J1ZC

6656-8151..

040-66318150/23468151

9849153774

|            |            |        |
|------------|------------|--------|
| Doc No     | 95079      | 206544 |
| Doc Date   | 15-12-2022 |        |
| Quote No   | Nil        |        |
| Quote Date | 14-12-2022 |        |
| SupplyType | Supply     |        |

**Kind Attn : Viral.**

Purchase Order for the Supply of following Items.

| Item Name                                                                              | Qty   | Rate     | Dis% | GST   | Amount           |
|----------------------------------------------------------------------------------------|-------|----------|------|-------|------------------|
| 1 4800 - Electrical - other - Cable Tray - NA - nos<br>Ladder type GI cable tary-500mm | 15.00 | 1,600.00 | 0.00 | 18.00 | 28,320.00        |
| <b>Total Order Value . . .</b>                                                         |       |          |      |       | <b>28,320.00</b> |

Rupees : Twenty Eight Thousand Three Hundred Twenty Only.

**Terms and Conditions :-****Specification / Brand** All items shall be of brand/company**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** 2-3 days**Delivery Location** Innopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana

Phone. Nagamani(Engineer) - 7981951035

**Penalty For Delay** 5% penalty for delay in delivery beyond due date.**Transportation Cost** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** NIL**Other Terms** Payment will be made only after inspection of material.Above material for 4545 electrical room purpose.**Completion Date** NA**Measurment** Nil**Security** Nil**Remarks**For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

## Purchase Order

Page(s) 1 Of 1

15-12-2022 13:28:08



95079

13.12.22 3:48:41

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

**Supplier Details**

Shubham Enterprises  
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

**GSTIN** 36AELFS6374J1ZC

6656-8151..

040-66318150/23468151

9849153774

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 95079      | 206544 |
| <b>Doc Date</b>   | 15-12-2022 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 14-12-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Viral.**

Purchase Order for the Supply of following Items.

| Item Name                                                                              | Qty   | Rate     | Dis% | GST   | Amount           |
|----------------------------------------------------------------------------------------|-------|----------|------|-------|------------------|
| 1 4800 - Electrical - other - Cable Tray - NA - nos<br>Ladder type GI cable tary-500mm | 15.00 | 1,600.00 | 0.00 | 18.00 | 28,320.00        |
| <b>Total Order Value . . .</b>                                                         |       |          |      |       | <b>28,320.00</b> |

Rupees : Twenty Eight Thousand Three Hundred Twenty Only.

**Terms and Conditions :-****Specification /** All items shall be of brand/company**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** 2-3 days

**Delivery Location** Innopolis  
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana  
Phone. Nagamani(Engineer) - 7981951035

**Penalty For Delay** 5% penalty for delay in delivery beyond due date.**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** NIL**Other Terms** Payment will be made only after inspection of material.Above material for 4545 electrical room purpose.**Completion Date** NA**Measurment** Nil**Security** Nil**Remarks**For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

# Requisition Form

|                                |                     |          |            |
|--------------------------------|---------------------|----------|------------|
| Company Name:                  | G V Research Centre | Date:    | 14.12.2022 |
| Site & Phase:                  | Innopolis           | Time:    | 13:00      |
| Supplier                       |                     | Req. No. | 206544     |
| Material required before date: | 14.12.2022          | ID No.   | 82444      |

| No | Description               | Size       | Quantity | Units | Inward No | Date |
|----|---------------------------|------------|----------|-------|-----------|------|
| 1. | Ladder type GI cable tray | 500mm      | 15       | No,s  |           |      |
| 2. | Wedge anchor bolt         | 12mmx100mm | 50       | No,s  |           |      |
| 3. |                           |            |          |       |           |      |
| 4. |                           |            |          |       |           |      |
| 5. |                           |            |          |       |           |      |

APPROVAL

15 DEC 2022

MINISH PARIKH  
MANAGER PROCURE

Madhu

Remarks: Towards 4545 Eletrical room purpose

|              |            |              |                 |
|--------------|------------|--------------|-----------------|
| Prepared By  | T.Madhu    | Approved by  | Mr.Ramesh reddy |
| Sign. & Date | 14.12.2022 | Sign. & Date | 14.12.2022      |

Note:Kindly raise purchase order as site requires urgently

1 length = 2.5mtrs  
15 length = 2.5

1 Per 665 x 2.5  
15 Nos = 1,650 x 184.  
15 Nos = 1,601 x 184.

196311