

Form for closure of purchase order

PO no.: 89716	PO date: 6/04/22	Req. no.: 193407	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO	117697			
☐ Part material received.	☒ Full material received.	☐ Material not received.		
☐ Close PO – Balance material will be re-ordered by new requisition.				
☐ Cancel PO. Material not required.	☐ Cancel PO. Material will be re-ordered by new requisition			
☐ Keep PO open. Material required.	☐ Keep PO open. Work under progress.			
Remarks by engineer: Total material received close this PO.				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Basaveshwari	Sign:	Date: 20/03/23		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☐ Bills not received against this PO.	☒ Part bill received against this PO.	☐ All bills received against this PO.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	104	27.9.22	30261	yes
2.				
3.				
Remarks by Accountants:				
Prepared by: Rajatant	Sign:	Date: 4/4/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				
Remarks: Bills already received against this PO. so close this PO.				
Prepared by: Ravi	Sign:	Date: 05/04/23.		
Advice by MD - action to be taken.				
☐	Get certified bill from supplier (not original).		☐ Prepare bill in SSLP for material supplied.	
☒	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☒	Close PO		☐	Keep PO open. Material awaited
☐	Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date:		

APPROVED BY
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

07-07-2022 11:16:55 AM

Or



89716

29.06.22 2:18:56

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Mr. V. Vidya Shankar
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,

GSTIN 36AEKPV0495G1Z2

9246889529

Doc No	89716	193407
Doc Date	06-07-2022	
Quote No	NIL	
Quote Date	30-06-2022	
SupplyType	Supply	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6022 - Miscellaneous - False Ceiling - NA - sft Design False Ceiling- Gypsum	807.00	45.00	0.00	18.00	42,851.70
Total Order Value . . .					42,851.70

Rupees : Fourty Two Thousand Eight Hundred Fifty One and Paise Seventy 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	After Delivery & Production of bill
Tax	50% Advance
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% pty 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. 21426 /-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 F block flat no-504 false ceiling offer in drawing and dining 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	

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	104	24/9/22	34,280/-
2.			
3.			
4.			
5.			

For Modi Reality Mallapur LLP

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For Mr. V. Vidya Shankar

Name : _____

Date : __/__/__

Requisition Form		Date:		30.06.22					
Company Name:		MRMLLP		Date:		30.06.22			
Site & Phase :		Gulmphar Residency		Time:					
Supplier:		Vidya Shanker		Req. No.		193407			
Material required before date:		urgent		ID No.		77605			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	BULL 1535-Building Material-Design False Ceiling-Gypsum---sqm	75		75					
2									
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		For F-Block Flat.no 504 false ceiling offer in drawing and dinnning.							
		Project Manager		Purchase		MD			
Prepared By:		Engineer							
		Gosika Rajesh							
Approved By:									
Sign & Date:									

8d716.

APPROVED BY
30 JUN 2022
M. RAM PRASAD. (G.M.R.)
Project Manager

APPROVED
01 JUL 2022
P. PRABHAKAR
Sr. Manager Purchase

INSTALLATION REPORT

Company/ firm:	MRMLLP	Requisition nos.:	193407-
Project: (GMR)	MRMLLP	PO no.:	89716
Supplier:	V.vidyalankar	Material type:	Design false ceiling

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	10/08/22		Design false ceiling		807 Sft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 807 Sft

Remarks: Towards f-504 design false ceiling work done.

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.

INWARD

MODI REALTY MALLAPUR LLP

Ward No. 9473 Dt. 22/02/23

MRN No. 117671 Dt. 22/2/23

Received By: Ant Sign: [Signature]



VIDYA SHANKAR V.

INTERIORS

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.

E-mail : vidyashankar3256@gmail.com



M/s. : Modi Realty Mallapur Invoice No.: 104 Date 27/09/22
D.C. No. _____ Date _____
P.O. No. 89716 Date _____
Party GSTIN: 36AAEF M 1459 R 1 Z P Despatch Through _____

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1	F Block flat no. 504. Design false ceiling work done		807 807	36	29,052	
INWARD MODI REALTY MALLAPUR, LLP Ward No <u>9473</u> DL <u>22/2/23</u> MRN No <u>117697</u> DL <u>22/2/23</u> Received By <u>[Signature]</u> Sign <u>27/09/22</u>						

Rupees In Words : <u>Twenty Nine Thousand Two</u>	TOTAL	29,052
<u>hundred and eighty nine thousand only</u>	SGST @ %	2,614.68
	CGST @ %	2,614.68
	IGST @ %	
	GRAND TOTAL	34,281.36

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

For VIDYA SHANKAR V.

Authorised Signature

CP2
Inclued amt.