

Form for closure of purchase order

PO no.:	88426	PO date:	20/05/22	Req. no.:	193231	Advice Scan ID	
Barcoded PO available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	Invoice original available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	<input type="checkbox"/> Copy available		POD available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N
Data required from site/engineers:							
MRN nos. related to PO	116018						
<input type="checkbox"/> Part material received.	<input checked="" type="checkbox"/> Full material received.			<input 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: 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:							
<input type="checkbox"/> Checked with E&D for receipt of bills.							
<input type="checkbox"/> Bills not received against this PO.		<input type="checkbox"/> Part bill received against this PO.		<input checked="" type="checkbox"/> All bills received against this PO.			
<input type="checkbox"/> 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.	103	24.12.22	38232	Yes			
2.							
3.							
Remarks by Accountants:							
Prepared by:	Rajyalamb	Sign:		Date:	11/4/23		
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: All bills received against this PO							
Prepared by:	Ravi	Sign:		Date:	05/04/23		
Advice by MD - action to be taken.							
<input type="checkbox"/> Get certified bill from supplier (not original).				<input type="checkbox"/> Prepare bill in SSSLP for material supplied.			
<input type="checkbox"/> Thereafter, prepare advice for credit to supplier and send to Soham for processing.							
<input checked="" type="checkbox"/> Close PO				<input type="checkbox"/> Keep PO open. Material awaited			
<input type="checkbox"/> Accounts to be reconciled with supplier. Get supplier's ledger.							
Remarks:							
Approved by: Soham		Sign:		Date:			

**APPROVED BY**  
 - R APR 2023  
 SOHAM MODI  
 MANAGING DIRECTOR

# Purchase Order

Page(s) 1 Of 1

20-05-2022 12:34:35 PM



88426

27.04.22 12:24:14

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

<b>Doc No</b>	88426	193231
<b>Doc Date</b>	20-05-2022	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	18-05-2022	
<b>SupplyType</b>	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 Gypsum false ceiling	900.00	36.00	0.00	18.00	38,232.00
<b>Total Order Value . . .</b>					<b>38,232.00</b>

Rupees : Thirty Eight Thousand Two Hundred Thirty Two 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 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. 19116/- 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 A block flat no-203 model flat ceiling work purpose.
- Completion Date** Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
- Measurement** 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**

*M. Vidya Shankar*

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name :

*[Signature]*  
26/05/2022

Accepted the above Terms And Conditions

For **Mr. V. Vidya Shankar**

Date : \_/ \_/ \_

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

**Requisition Form**

Company Name	Modi Realty Mallapur LLP	Date:	18-05-2022
Site & Phase	Gulmohar Residency	Time:	12:16
Supplier	Vidya Shanker	Req. No.	193231
Material required before date:	Urgent	ID No.	76551

No	Description	Size	Quantity	Units	Inward No	Date
1	Gypsum false ceiling	-	900	sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

88426

**APPROVED**  
 26 MAY 2022  
 MANISH PARIKH  
 MANAGER PROCUREMENT

Remarks: For A-Block Flat no.203 model flat false ceiling work purpose.

Prepared By	T. Rahul	Approved by	Ram Prasad
Sign. & Date	18-05-2022	Sign. & Date	18-05-2022

Note: On receipt of material at site write inward number and date in last 2 columns.

*T. Rahul*

*(M)*

**APPROVED BY**  
 18 MAY 2022  
 M. RAM PRASAD, (G.M.R.)  
 Project Manager

GSTIN: 36AEKPV0495G1CD

**TAX INVOICE**

Cell : 9246889529



**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 Pvt  
LLP

Invoice No. 103 Date 30/06/23

D.C. No. \_\_\_\_\_ Date \_\_\_\_\_

P.O. No. 88426 Date \_\_\_\_\_

Party GSTIN: 36AAEEM1459 R1ZP

Despatch Through \_\_\_\_\_

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount	
					Rs.	Ps.
1	A Block Flats 203 Design false ceiling work		512 900	36	32400	

**INWARD**

MODI REALTY MALLAPUR LLP  
Ward No: 10606 Dt: 9/01/23  
MRN No: 116018 Dt: 9/01/23  
Received By: [Signature] Sign: [Signature]

Amount in Words : Thirty eight Thousand  
Two Hundred and Twenty two  
only

TOTAL	32400
SGST @ 9 %	2916
CGST @ 9 %	2916
IGST @ %	
<b>GRAND TOTAL</b>	<b>38232</b>

**Declaration :**  
Goods once sold will not be taken back.  
Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

For VIDYA SHANKAR V.  
[Signature]  
Authorised Signature

### INSTALLATION REPORT

Company/ firm:	MRMLD	Requisition nos.:	193237
Project:	GNR	PO no.:	88426
Supplier:	Vidya Shankar	Material type:	False Ceiling

**Details of installation:**

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	03/11/22	A-203	False Ceiling	sq	900
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 900 sq

Remarks: All works completed.

	Project manager	Security	Admin (Audit)
Approved by	Ram Prasad		

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.

RECEIVED