PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	04/5/23	Prepared by	V. RAVI	Serial no.	17513
Supplier name	Minitech floors.			HO inward no.	
Firm/Company	G.V.D.C	Project	Geuopolis.	HO received date	
PO/WO date	21/2/23	PO/WO No.	97346.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	217/GVDC01	21.03.23	~~130,9~~	□ Yes □ No
2.			131,626.90	☑ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	131,626.90
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		Proof of delivery matches MRN	□ Yes □ No

Amount B –Other Credits : Transportation charges	7080-00
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	138,707-00
Amount E – PO / WO value:	153,636-00
Amount F – Difference (A – E):	14,929 -00
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	40% Advance paid.
Remarks:	final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		04/5/23			
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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 1557
Date 4/5/23
Sign.

Form for closure of purchase order

PO no.: 97346	PO date: 21/02/23	Req. no.: 196387	Advice Scan ID	
Barcoded PO available ☑ Y/□ N	Invoice original available □Y/☑N /□Copy available		POD available ☑Y/□ N	

Data required from site/engineers:		
MRN nos. related to PO		
☑ 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: Full material received , work completed		

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: P.N.Shaeika	Sign: [signature]	Date: 17/04/23
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: 61,454/-	Date of payment: 27-2-23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: Sangeeth	Sign: [signature]	Date: 21/4/23

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: Need invoice from vendor.

Prepared by: Ravi	Sign: [signature]	Date: 21/4/23.

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).	□ Prepare bill in SSLLP 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 23 APR 2023 SOHAM MODI MANAGING DIRECTOR

[signature] 9/5/23

Work Order

 15-04-2023 17:21:20

Original / Office Copy / Purchase Div.Copy

rom Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
MINITECH FLOORS 1-4-211/64,Prathampuri,Kapra,Ranga Reddy,Telangana,Hyderabad **GSTIN** 36AAZFM5709P1Z7 9959112248	**Doc No**	97346	196387
	Doc Date	21-02-2023	
	Quote No	Q177R2A	
	Quote Date	03-01-2023	
	SupplyType	Supply And Application	

Kind Attn : Mr Premnath Mamidi

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	699600 - MISC-Miscellaneous - Vacuum Dewatered Flooring-- - NA - Sft *Installation of channels to required line, level & slope, vibrating & levelling the concrete using screed vibrator/needle vibrator. Thereafter, checking the levels using level tools, broadcasting floor hardener and setting it using power/elec trowel*	20,700.00	6.00	0.00	18.00	146,556.00
2	6165 - Miscellaneous - Transportation Charges - NA - NA *with Men & Machinery.*	1.00	6,000.00	0.00	18.00	7,080.00
	Rupees : One Lakh(s) Fifty Three Thousand Six Hundred Thirty Six Only.			**Total Order Value . . .**		**153,636.00**

Terms and Conditions :-

Specification / As per details given in the Quotation no : MTF/Q177R2A, dtd. 03-01-2023.

Payment Terms 40% advance along with WO, 30% after team mobilised to site along with men, machinery & material, Balance 30% will be as per actual measurements.

Tax All taxes included in above price.

Delivery Date Within 7 days

Delivery Location Genopolis
Synergy Square 1, Genome Valley, Shameerpet, Hyderabad-78
Phone. -

Penality For Delay NIL.

Transportation Included in the above price.

Warranty NIL.

Advance Paid Rs: 61,454 by Cheque/RTGS. Cheque no:________,dated________.

Other Terms We reserve the right to reject items not conforming to quality and specifications.

Completion Date Within 8 days.

Measurment NIL.

Security NIL.

Remarks Original Invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

For ***G V Discovery Center Pvt Ltd***
Authorised Signatory

Accepted the above Terms And Conditions
For ***MINITECH FLOORS***

Name : ____________________ Name : ____________________ Date : __/__/____

Work Order

Page(s) 1 Of 1 21-02-2023 13:19:57

97346
08.02.23 3:48:30

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-5(
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
MINITECH FLOORS	**Doc No**	97346	196387
1-4-211/64,Prathampuri,Kapra,Ranga Reddy,Telangana,Hyderabad	**Doc Date**	21-02-2023	
	Quote No	Q177R2A	
GSTIN 36AAZFM5709P1Z7	**Quote Date**	03-01-2023	
9959112248	**SupplyType**	Supply And Application	

Kind Attn : Mr Premnath Mamidi

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	699600 - MISC-Miscellaneous - Vacuum Dewatered Flooring-- - NA - Sft *Installation of channels to required line, level & slope, vibrating & levelling the concrete using screed vibrator/needle vibrator. Thereafter, checking the levels using level tools, broadcasting floor hardener and setting it using power/elec trowel*	20,700.00	6.00	0.00	18.00	146,556.00
2	6165 - Miscellaneous - Transportation Charges - NA - NA *with Men & Machinery.*	1.00	6,000.00	0.00	18.00	7,080.00
					Total Order Value . . .	**153,636.00**

Rupees : One Lakh(s) Fifty Three Thousand Six Hundred Thirty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the Quotation no : MTF/Q177R2A, dtd. 03-01-2023.
Payment Terms	40% advance along with WO, 30% after team mobilised to site along with men, machinery & material, Balance 30% will be as per actual measurements.
Tax	All taxes included in above price.
Delivery Date	Within 7 days
Delivery Location	Genopolis Synergy Square 1, Genome Valley, Shameerpet, Hyderabad-78 Phone. -
Penality For Delay	NIL.
Transportation Cost	Included in the above price.
Warranty	NIL.
Advance Paid	Rs: 61,454 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	Within 8 days.
Measurment	NIL.
Security	NIL.
Remarks	Original Invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
21 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *MINITECH FLOORS*

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form	
Company Name	GV DISCOVERY centre pvt ltd
Site & Phase	Genopolis
Unit No /Block No	
Supplier	mmtech floors
Material required before date	
S No	Item
1	MISC6996-Miscellaneous-Vacuum Dewatered Flooring----Sft
2	
3	
4	
5	
6	
7	
8	
9	
10	
Remarks	For block no 119 terrace vdf flooring work purpose
	Engineer
Prepared By	brahmam
Approved By	subha reddy
Sign & Date	

17-02

Date	17-02-2023			
Time	13-00			
Req No	196387			
ID No.	84414			
Qty required	Qty available at site	Order Qty	Inward No	Inward Date
20700		20700		
roject Manager		Purchase		MD

PO no! 97346

TAX INVOICE

ORIGINAL
For Recipient

Minitech Floors

MINITECH
Advance Concrete Flooring Solutions

1-4-211/64, Pradhampuri, Kapra,
Secunderabad, Hyderabad,
Telangana 500062
9959112248
minitechfloors@gmail.com

GSTIN	36AAZFM5709P1Z7	Invoice Date	21/03/20:
State	36-Telangana	Invoice No.	INV217/GVDC(
PAN	AAZFM5709P	Reference No.	9734

Customer Name
M/S. GV Discovery Center Pvt Ltd

Customer GSTIN
36AAHCG4940K1ZC

Billing Address
M/S. GV Discovery Center Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion,
MG Road, Secunderabad, Telangana
Telangana, 500003
India

Shipping Address
M/S. GV Discovery Center Pvt Ltd
Site: Genopolis, Synergy Square1, Genome Valley, Shameerpet,, Hyderabad
Telangana, 500078
India
36AAHCG4940K1ZC

Place of Supply 36-Telangana

Due Date 27/03/2023

	Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount (₹)	Taxable Value (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)	Total (₹)
1.	Terrace Flooring	9954	18,591.37 SQF	6.00	0.00	1,11,548.22	10,039.34 @9%	10,039.34 @9%	0.00	1,31,626.90
2.	Transportation Charges	9954	1.00 OTH	6,000.00	0.00	6,000.00	540.00 @9%	540.00 @9%	0.00	7,080.00
				Total		**1,17,548.22**	**10,579.34**	**10,579.34**	**0.00**	**1,38,706.90**

Taxable Amount	₹ 1,17,548.22
Total Tax	₹ 21,158.68
Rounding off	₹ 0.10
Total Value	**₹ 1,38,707.00**

Total amount (in words) One Lakh Thirty Eight Thousand Seven Hundred Seven Rupees Only

Bank Details:

Account Number	566420110000289	IFSC	BKID0005664
Bank Name:	Bank of India	Branch Name:	Sainikpuri, ECIL

MINITECH FLOORS SEC'BAD

For Minitech Floors

Authorised Signatory

Notes:
Account Name: MINITECH FLOORS

Terms & Conditions:
1. Payment to be released before the due date.
2. Any delay in payment beyond the due date will attract an interest of 12% per annum and Any delay beyond the 30 days credit period will attract an interest of 24% per annum, the same will be updated in the Ledger account statement.
3. Goods Once sold will not be taken back
4. All disputes directs to Hyderabad Jurisdiction

"TRUE COPY"