

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 05/05/23		Prepared by: V. RAVI		Serial no. 17531	
Supplier name: M/S Leela Steel Rolling & Fabrication				HO inward no.	
Firm/Company: G.V.R.C		Project: Durgam Cheruvu		HO received date	
PO/WO date: 22/03/22		PO/WO No. 86620		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	128	25/3/22	66,080.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 66,080.00

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

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 66,080.00

Amount E – PO / WO value: 66,080.00

Amount F – Difference (A – E): Nil

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: 07/05/22.

Remarks: find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		05/05/23			
Approval limit	Upto 20k	Above 20k	Above 20k	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 weighing 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.



Form for closure of purchase order

PO no.: 86620	PO date: 28/03/22	Req. no.: 164744	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			
☐ 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: 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: Shilami		Sign: [Signature] Date:	
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
1.			
2.			
3.			
Remarks by Accountants: 1,68,092. debit balance			
Prepared by:		Sign: [Signature] Date: 31-03-23	
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
1.			
2.			
3.			
Remarks: No advance paid & need certified true copy from vendor.			
Prepared by: Ravi		Sign: [Signature] Date: 31-03-23.	
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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:	



Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

INSTALLATION REPORT			
Company/ firm:		GVRC	
Project:		Requisition nos.:	164744
Supplier:		PO no.:	86620
Mr. Mohan Ram		Material type:	SS Pailing
Details of installation:			
Sl. No.	Date of		

Details of installation:	
Sl. No.	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

[illegible]

Total:	160.00
--------	--------

Remarks:	Towards 2727 North Side Ramp purpose
----------	--------------------------------------

Approved by	Project manager	Security	Admin (Audit)
	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 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 sent to purchase@modproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.

Purchase Order

Page(s) 1 Of 1

22-03-2022 13:33:34



86620

16.03.22 2:13:33

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

Supplier Details

Mr. Mohan Ram
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	86620	164744
Doc Date	22-03-2022	
Quote No	Nil	
Quote Date	23-12-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6039 - Miscellaneous - SS Railing - NA - rft 3'	160.00	350.00	0.00	18.00	66,080.00
Total Order Value . . .					66,080.00

Rupees : Sixty Six Thousand Eighty 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	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 3days
Delivery Location	Innapolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penalty For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% pty 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. 6,608/- to be pay vide cheque no. dt.
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 2727 block North side ramp purpose. Ftg charges including in above price.
Completion Date	Work shall be completed within 4days. 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 **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		GV Research Centers Pvt Ltd.		Date:		19.03.2022	
Site & Phase:		Innopolis.		Time:		12.15	
Supplier:				Req. No.		164741	
Material required before date:				ID No.		74801	

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	-	160	rfi		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

86620

Madhu

APPROVED
22 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Towards 2727 north side ramp purpose

Prepared By	Madhu	Approved by	Mr. Madhu
Sign. & Date	19.03.2022	Sign. & Date	19.03.2022

Note:

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.: <u>VGV Research</u> <u>Centers Pvt Ltd</u> <u>Secunderabad</u> GST No. : <u>36AAHCG64562D1Z0</u>	Invoice No. 128	Date : <u>22-03-2022</u>
	Delivery Note :	Made of Payment :
	Buyers Order No. : <u>86620</u>	Date : <u>25-03-2022</u>
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	SS Railing - NA-8ft FOR LEELA STEEL RAILING मोहनराम Proprietor	7306	60.00	350.00	56,000

GST No. : 36CRBPB0826R1Z0	Gross Value	56,000
Rupees in words:	Add CGST 9 %	5,040
	Add SGST 9 %	5,040
	Add IGST %	
Terms & Conditions 1. Our risk and responsibility ceases on delivery of goods and we are not responsible for damages, shortages or theft in transit. 2. 27% Interest will be charged on bills remaining unpaid after due date 3. Payments within.....days.	GRAND TOTAL	66,080
	For LEELA STEEL RAILING & FURNITURE "TRUE COPY" मोहनराम Proprietor	