

Form for closure of purchase order

PO no.: 94670	PO date: 5/12/22	Req. no.: 208340	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:				
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: Munaksh	Sign: 	Date: 11/05/23		
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.	108	24-11-22	42,639	Yes
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: Rajalakshmi		Sign: 	Date: 15-05-23	
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 bill received, so close this PO.				
Prepared by: Ravi		Sign: 	Date: 15/5/23	
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).			☐ Prepare bill in SSSLP 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:	

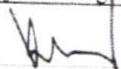
APPROVED BY
 15 MAY 2023
 SOHAM MODI
 MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	mk mclp.	Requisition nos.:	208340.
Project:	6mk	PO no.:	94670 = 6-407.
Supplier:	mr. v. vidya shankar	Material type:	false ceiling gypsum

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	11/05/23	607	Design False ceiling gypsum	-	73.59.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					73.59.m
Remarks: work completed					

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.

Purchase Order

06.05.2023 16:19:12

Company :

Modi Reality Mallapur LLP

5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
GST No. : 36AAEFM1459R1ZP

Original : Office Copy : Purchase Div Copy

Supplier Details

Mr. V. Vidya Shankar

Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,

GSTIN 36AEKPV0495G1Z2

9246889529

Doc No	94670	208340
Doc Date	05-12-2022	
Quote No	Nil	
Quote Date	05-12-2022	
SupplyType	Supply	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - sqm	73.00	495.00	0.00	18.00	42,639.30
Total Order Value . . .					42,639.30

Rupees : Fourty Two Thousand Six Hundred Thirty Nine and Paise Thirty Only.

Terms and Conditions :-

Specification / Brand	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% as advance
Tax	All taxes included in above price
Delivery Date	Within 7 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NEExt to NFC Railway Over Bridge Phone : Contact Security _____, 8309938133
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 Cost	Included in the above price
Warranty	One year on workmanship
Advance Paid	43515/- vide cheque no _____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block flat no-407 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	

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. V. Vidya Shankar**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 1 Of 1

05-12-2022 12:20:21

Original / Office Copy / Purchase Div.Copy

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	94670	208340
Doc Date	05-12-2022	
Quote No	Nil	
Quote Date	05-12-2022	
SupplyType	Supply	

Kind Attn : Mr. V. Vidya Shankar

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Total Order Value . . .					42,639.30
Rupees : Fourty Two Thousand Six Hundred Thirty Nine and Paise Thirty Only.					

Terms and Conditions :-**Specification / Brand** 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% as advance**Tax** All taxes included in above price.**Delivery Date** Within 7 days.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

Penalty For Delay Bills must be submitted to H.O. within 30 days of completion of work. 10% ply on value of order will be deducted for delay in submission of bills.**Transportation Cost** Included in the above price.**Warranty** One year on workmanship**Advance Paid** 43,615/- vide cheque no _____**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block flat no-407 purpose.**Completion Date** Work to be completed in 4 days. 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**For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. V. Vidya Shankar**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name: MRM LLP

Site & Phase : Gulmohar Residency

Flat/Block no. G-Block /407

Supplier: Vidyashanker

Material required
before date: urgent

S No Item

1 BULL 1535-Building Material-Design False Ceiling-Gypsum---sqm

73

0

73

Qty required at site Qty available Order Qty Inward No Inward Date

ID No.

82149

Req. No.

208340

Date: 23.11.2022

Time: 12:00

Remarks: Towards G-Block flat.no 407 false ceiling work purpose.

Engineer

Prepared By: Gosika Rajesh

Approved By:

Sign & Date: 23.11.2022

PROPOSED BY
Ram Prasad NOV 2022
M. RAM PRASAD, (GM/RAJ) ENKATESHWARLU
MANAGER PURCHASE
MD

05 DEC 2022