ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	01.03.24	Prepared by	V.RAVI	Serial no.	
Supplier name	SRI SAI RAM ELECTRICALS			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	06.08.22	PO/WO No.	94706.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24/2023-24	31.01.24	48,46,614-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	48,46,614-00
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118553	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:	48,46,614-00
Amount E – PO / WO value:	1059,9114-00
Amount F – Difference (A – E):	57,52,500-00

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	60% Advance paid.
Remarks:	final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	✓		
Date		01.03.24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY 25 MAR 2024

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.

[signature] 25/03/24

Form for closure of purchase order 56,19,823

PO no.:	94706	PO date:	06/2/2022	Req. no.:	806504	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	118553	
☐ 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 / close 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: Shivani	Sign:	Date: 27/2/2024

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: 56,19,823-00	Date of payment:
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	36/2022-23	17.03.2023	57,52,500	yes.
2.				
3.				

Remarks by Accountants:

Prepared by: ch.Divya	Sign: Divya	Date: 28/2/24.

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.	24/2023-24	31.01.2024	48,46,614-00	118553.
2.				
3.				

Remarks:	Need MD's Approval for enclosed Invoice copy.	
Prepared by: Ravi	Sign:	Date:

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
- 1 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

SRI SAI RAM ELECTRICALS & ENGINEERING WORKS

Shope no-5,Block No-14,Prajay City,

MIYAPUR, HYDERABAD, TELANGANA, 500049

Phone : 09949093898. E-Mail : ssre1969@gmail com

GSTIN : 36AMIPP8856B1ZQ

ORIGINAL FOR RECIPIENT

DUPLICATE FOR TRANSPORTER

TRIPLICATE FOR SUPPLIER

Invoice No : 24/2023-24

Date : 1/31/2024

INVOICE

Name & Address of Consignee :

M/S G V Research Centers Pvt Ltd.

5-4-187/3&4, 2nd Floor,

Soham Mansion, M G Road,

Secunderbad,

Telangana ,India -500003.

GSTIN: 36AAHCG4562D1ZP

Mode of Transport : By Road

Vehicle No :

TAX INVOICE NO 24/2023-24

Date 1/31/2024

PLACE

REVERSE C

P.O No : 94706/206504

P.O Date : 11/8/2022

Sl. No		HSN Code	QTY	Rate	Amount
1	Dismantle existing poles and towers	995461	11.5	75000	862500
2	Stringing of 100sqmm conductor	995461	2520	150	378000
3	Supply& Erection of M+12 Towers	7308	4	487500	1950000
4	Supply & Laying of 25x3 G.I Flat	72121010	140	175	24500
5	Supply & Erection of G.I Pipe for tower earthing	72122090	14	3500	49000
6	Civil work of M+12 tower	995461	14	35000	490000
7	Supply & Erection of 150mm dia G.I Pipe	72122090	6	1500	9000
8	Erection of 33KV polymer/disk Insulator	995461	42	400	16800
9	Fixixng of 33KV double Jumpering	995461	6	2500	15000
10	Laying 33KV 400sqm Cable	995461	125	2500	312500

1. All disputes are subjected to Hyderabad Jurisdiction.	Total		4,107,300.00
2. In case the bill is not paid on the first presentation	Packing Charges		-
interest @36% P.A will be charged.	Taxable Value		4,107,300.00
3. Our responsibility ceases after the goods handed over	CGST @	9%	369,657.00
to transporter.	SGST @	9%	369,657.00
4. Goods once sold are not returnable.	IGST @	28%	
5. This sales invoice denotes that the consignee has	Grand Total		**4,846,614.00**
agreed to the above Terms & conditions whether present	Total Bill Amount :		**4,846,614.00**
physically or not.			

Rupees :Fourty Eight Lakh Fourty Six Thousand And Six Hundred Fourteen Only.

Bank Details :

PUNJAB NATIONAL BANK

ACCOUNT NUMBER : 4632002100000721

IFS Code : PUNB0463200

Packing Charges

Declaration : Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged and there is no flow of additional consederation directly or indirectly from buyer.

For Sri Sai Ram Electrical & Engineering Works

Sri Sai Ram Electrical Engineering Works Hyderabad

Authorised Signatory

INWARD

Inward No: 4184 Dt: 07/2/24

MRN No: 1855 Dt: 07/2/24

Received By: Nikhil Sign:

Work Order

 14-02-2024 12:59:54 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
SRI SAI RAM ELECTRICAL ENGINEERING WORKS	**Doc No**	94706	206504
Flat No. 203, Block No.2, Prajay City Apartments, Miyapur, Hyderabad - 50	**Doc Date**	06-12-2022	
	Quote No	SSRE/Q/GVRC/27/22-23	
GSTIN 36AMIPP8856B1ZQ	**Quote Date**	06-11-2022	
040-23042308 9949093898	**SupplyType**	Supply And Installation	

Kind Attn : P. SURESH

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Supply, Erection , Testing and Commissioning of M+12 Galvanising Towers with all accessories, nuts, bolts etc., complete*	14.00	487,500.0	0.00	18.00	8,053,500.00
2	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Supply and laying of 25 x 3 mm GI Flat with all accessories and connections etc., complete Supply and laying of 25 x 3 mm GI Flat*	140.00	175.00	0.00	18.00	28,910.00
3	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Supply and erection of GI Pipe Earth station with coal and salt/ Betonite powder, funnel and CC chamber etc.,complete as per IS 3043.*	14.00	3,500.00	0.00	18.00	57,820.00
4	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Civil Works for erection of above towers with M-20 Concreting, excavation of pit and refilling etc., as per structural design approved by structural consultant (SVPCPL)*	14.00	35,000.00	0.00	18.00	578,200.00
5	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Dismantling of existing unipole towers including foundations and handing them over to TSSPDCL stores including all labour charges and transportation etc., complete.*	11.50	75,000.00	0.00	18.00	1,017,750.00
6	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Laying, testing, commissioning of cable 3CX 400 sq mm 33KV cable, road cutting (trench of 1.2 M depth X 0.35M wide, and backfilling) including supply and laying of 200mm dia Hume pipe (Cable to be supplied by TSSPDCL)*	125.00	2,500.00	0.00	18.00	368,750.00
7	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Supply and laying 150mm GI pipe for cable at bay side with all accessories etc., complete.*	6.00	1,500.00	0.00	18.00	10,620.00
8	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Stringing, testing and commissioning of 1 run of 100Sq.mm Conductor(Conductor would be supplied by TSSPDCL)*	2,520.00	150.00	0.00	18.00	446,040.00
9	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Erection, testing and commissioning of 33KV Disc / Polymer insulators with all accessories etc., complete. (Insulators shall be supplied by TSSPDCL)*	42.00	400.00	0.00	18.00	19,824.00
10	417000 - ELEC-Electrical - Power Supply-- - NA - LS *Fixing of 33KV double jumpering at cut points*	6.00	2,500.00	0.00	18.00	17,700.00
					Total Order Value . . .	**10,599,114.00**

Rupees : Five Lakh(s) Ninty Nine Thousand One Hundred Fourteen Only.

Terms and Conditions :-

Specification / The above WO is for GVRC site 33kV HT Power Supply Works.

Payment Terms 20% advance with WO, 60% against material delivery at site, 10% against installation & 10% against commissiong.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SRI SAI RAM ELECTRICAL ENGINEERING WORKS***

Name : ____________________

Name : ____________________

Date : __/__/____

Work Order

 14-02-2024 12:59:54 Original / Office Copy / Purchase Div.Copy

Tax	All taxes included in above price.
Delivery Date	10-12 weeks from the date of final approval of drawings.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	NIL.
Transportation	Included in the above price.
Warranty	NIL.
Advance Paid	Rs: 21,19,823 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	NIL.
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 Reserch Centers Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *SRI SAI RAM ELECTRICAL ENGINEERING WORKS*

Name : ______________________

Name : ______________________

Date : __/__/____

SRI SAI RAM ELCTRICALS & ENGINEERING WORKS

Shops no 5,Block No 14,Prajay City,

MIYAPUR, HYDERABAD, TELANGANA, 500049

Phone : 09849093898, E-Mail : ssre1903@gmail.com

GSTIN : 36AMIPP8856B1ZQ

ORIGINAL FOR RECIPIENT

DUPLICATE FOR TRANSPORTER

TRIPLICATE FOR SUPPLIER

Invoice No: 38/2022-23

Date: 17-03-2023

INVOICE

Name & Address of Consignee:

M/S G V Research Centers Pvt Ltd

3-4-187/3A, 2nd Floor

Soham Mansion, M G Road

Secunderbad

Telangana, India, 500003.

GSTIN : 36AAHCG4562D1ZP

Mode of Transport: By Road

Vehicle No:

TAX INVOICE NO: 38/2022-23

Date: 17.03.2023

PLACE: HYDERABAD

REVERSE C

P O No: 94706

P O Date: 06-11-2022

S No.		HSN Code	QTY	Rate	Amount
1	Supply & Erection of M+12 Galvanised Towers	7308	10	487500	4875000

INWARD

Inward No: 11712 Dt: 04/04/23

MRN No: Dt:

Received By: Rajesh Sign:

G.V.R.C. PVT. LTD.

All disputes are subjected to Hyderabad Jurisdiction

In case the bill is not paid on the first presentation

interest @ 24% P.A will be charged

Our responsibility ceases after the goods handed over transporter.

Goods once sold are not returnable

This sales invoice denotes that the consignee has agreed to the above Terms & conditions whether present physically or not.

Total		48,75,000.00
Packing Charges		
Taxable Value		48,75,000.00
CGST @	9%	4,38,750.00
SGST @	9%	4,38,750.00
IGST @	28%	
Grand Total		57,52,500.00
Total Bill Amount		57,52,500.00

Bank Details

PUNJAB NATIONAL BANK

ACCOUNT NUMBER - 4632002100000721

IFSC Code : PUNB0463200

Rupees : Fifty Seven lakhs Fifty Two Thousand and Five Hundred Only.

Packing Charges

Declaration: Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged and there is no flow of additional consederation directly or indirectly from

For Sri Sai Ram Electricals & Engineering Works

Hyderabad

(Auth. Sig.)

SRI SAI RAM ELECTRICALS & ENGINEERING WORKS

Shope no-5,Block No-14,Prajay City,

MIYAPUR, HYDERABAD, TELANGANA, 500049

Phone : 09949093898, E-Mail : ssre1969@gmail.com

GSTIN : 36AMIPP8856B1ZQ

ORIGINAL FOR RECIPIENT

DUPLICATE FOR TRANSPORTER

TRIPLICATE FOR SUPPLIER

Invoice No : 24/2023-24

Date : 1/31/2024

INVOICE

Name & Address of Consignee :

M/S G V Research Centers Pvt Ltd.

5-4-187/3&4, 2nd Floor,

Soham Mansion, M G Road,

Secunderbad,

Telangana ,India -500003.

GSTIN: 36AAHCG4562D1ZP

Mode of Transport : By Road

Vehicle No :

TAX INVOICE NO 24/2023-24

Date 1/31/2024

PLACE

REVERSE C

P.O No : 94706/206504

P.O Date : 11/6/2022

Sl. No		HSN Code	QTY	Rate	Amount
1	Dismantle existing poles and towers	995461	11.5	75000	862500
2	Stringing of 100sqmm conductor	995461	2520	150	378000
3	Supply& Erection of M+12 Towers	7308	4	487500	1950000
4	Supply & Laying of 25x3 G.I Flat	72121010	140	175	24500
5	Supply & Erection of G.I Pipe for tower earthing	72122090	14	3500	49000
6	Civil work of M+12 tower	995461	14	35000	490000
7	Supply & Erection of 150mm dia G.I Pipe	72122090	6	1500	9000
8	Erection of 33KV polymer/disk Insulator	995461	42	400	16800
9	Fixixng of 33KV double Jumpering	995461	6	2500	15000
10	Laying 33KV 400sqm Cable	995461	125	2500	312500

1. All disputes are subjected to Hyderabad Jurisdiction.	Total		4,107,300.00
2. In case the bill is not paid on the first presentation	Packing Charges		-
interest @36% P.A will be charged.	Taxable Value		4,107,300.00
3. Our responsibility ceases after the goods handed over	CGST @	9%	369,657.00
to transporter.	SGST @	9%	369,657.00
4. Goods once sold are not returnable.	IGST @	28%	
5. This sales invoice denotes that the consignee has	Grand Total		**4,846,614.00**
agreed to the above Terms & conditions whether present	Total Bill Amount :		**4,846,614.00**
physically or not.			

Rupees :Fourty Eight Lakh Fourty Six Thousand And Six Hundred Fourteen Only.

Bank Details :

PUNJAB NATIONAL BANK

ACCOUNT NUMBER : 4632002100000721

IFS Code : PUNB0463200

Packing Charges

Declaration : Certified that the perticulars given above are true and correct and the amount indicated represents the price actually charged and there is no flow of additional consederation directly or indirectly from buyer.

For Sri Sai Ram Electrical & Engineering Works

Sri Sai Ram Electrical Engineering Works Hyderabad

Authorised Signatory

"TRUE COPY"