PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	15/06/2020	Prepared by:	T.D. Murthy
WO no.	65627	WO date.	11/02/2020
Contractor Name	Purnima Mosaic Tiles	WO amount – A	Rs. 2,87,330/-
Firm/Company	Villa Orchid LLP	Project name	Villa Orchid
Nature of work	Paver tiles		
Villa/flat/block no.	120 to 123,42 & 43.		
Request for payment date	16/03/2020	Request for payment amount – B	Rs. 52,560/-
GST on bills – C	Rs. 9,461/-	Total D = B + C	Rs. 62,021/-
Work done from	10/03/2020	Work done to	16/03/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	1520	09/05/2020	Rs. 62,021/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 62,021/-
Amount F - Voucher payment amount F (D-E) – 40% labour charges, 40% allowance for consumables and 20% transport charges – or as per guidelines			-
Amount G - Other Credits :			-
Amount H - Other Debits :			-
Amount I - to be credited to the contractor (E+F+G-H)			Rs. 62,021/-
Amount J – Difference A-B (should be nil)			Rs. 2,34,770/-
Amount K – Difference D-E-F (should be nil)			-

Quantity received as per WO	☐ Yes ☐ Excess received ☐ Short received ☑ Explained below
Difference between A & B acceptable	☑ Yes ☐ No (explained below)
Excess / short material received	☑ Approved - within acceptable limits ☐ No (explained below),
Close WO	☐ Yes ☑ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – **Rs. /-** ☑ No
Payment – due date	**20/06/2020**

Remarks: **Above bill is for part payment. PO not closed, awaiting for balance work.**

Please check advance and release the balance payment.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:		P.S.	APPROVED 16 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	15/6/20.	15/6					

Notes: 1. In case amount to be credited to contractor and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve WOs upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- 4. Attach JV, Office copy of WO, DCs and bills to this advice. 5. To be approved by accounts manager if value exceeds Rs. 10,000/- 6. MD to approve all bills above Rs. 1,00,000/-

TAX INVOICE
~~CASH~~ / CREDIT

Mobile : 9849195298

State code: 36

PURNIMA MOSAIC TILES

Sy. No. 843/A, Near Check Post, Medchal, R.R. Dist - 501 401.

To, VILLA ORCHIDS LLP.
KOWKUR, SEC-BAD. W.O.No - 66512
GST.No - 36AANFG4817C1ZH

No. 1520

Date 09/05/20

S.No.	PARTICULARS	QTY.	Rate	Amount Rs.	P.
1	GREY PAVERS BLOCK 8"x4" V.No - 120, 121, 122, 123, 42, 43	1460 SFT	36/-	52,560	00
			Total	52,560	00
		SGST	~~Total~~ 9%	4730	40
		CGST	~~VAT@~~ 9%	4730	40
			G. Total	62020	80

Rs 62,021/-

MANDI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 65948
Date 3/6/20
Sign.

GST No.36AEPPP5661P1ZI

TIN: 36593591244

For PURNIMA MOSAIC TILES

Receiver's Signature

id:- 57878 to 57883

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	10912	Date - site bills Register	16/03/2020
Company Name:	voc (LLP)	Site:	VOC
Name of Contractor	PURNIMA MOSAIC TILES		
Nature of work	pavour material supplied detail's		
Work done	From Date 10/03/2020	To Date	16/03/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	120	220	36.0	Sft	7,920/-	
2.	121	263	36.0	Sft	9,468/-	
3.	122	188	36.0	Sft	6,768/-	
4.	123	263	36.0	Sft	9,468/-	
5.	42	263	36.0	Sft	9,468/-	
6.	43	263	36.0	Sft	9,468/-	
7.						
8.						
9.						
10.						
11.	Total:				52,560/-	

Bill required	☐ YES ☑ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☐ Required ☑ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	66512	PO/WO date:	10/03/2020

Remarks :

W

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 16/03/2020	Date: 17/03/2020	Date:
Sign:	Sign: Naveen Kumar	Sign:

APPROVED BY
19 MAR 2020
SUDHAKAR MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

APPROVED BY
16 MAR 2020
A. SURESH
PROJECT MANAGER

Scanned with CamScanner

MEASUREMENT SHEET										
Company Name:		Villa orchids LLP								
Project:		Villa Orchids								
Work Description:		Pavour material supplied details					Approved by:			
Prepared By		A Suresh					Sign:			
Name of the Contractor		Purnima mosaic Tiles								
Date:		16.03.2020								
			A	B	C	D	=AxBxCx	F	G=Sum of E	
S No.	Item Head	em Descriptio	Length	Width	Height	Nos.	Quantity	Units	Item Head Tc	Remarks
A	Parking tiles									
	Pavours									
1	V.No : 120	Pavours	220.00	1.00	1.00	1.00	220.00	Sft		
2	V.No : 121	Pavours	220.00	1.00	1.00	1.00	263.00	Sft		
3	V.No : 122	Pavours	220.00	1.00	1.00	1.00	188.00	Sft		
4	V.No : 123	Pavours	220.00	1.00	1.00	1.00	263.00	Sft		
5	V.No : 42	Pavours	263.00	1.00	1.00	1.00	263.00	Sft		
6	V.No : 43	Pavours	263.00	1.00	1.00	1.00	263.00	Sft	1,460.00	

APPROVED BY
16 MAR 2020
A. SURESH
PROJECT MANAGER

Scanned with CamScanner

ESTIMATE SHEET								
Company Name:		Villa orchids LLP						
Project:		Voc						
Work Description:		Pavour material supplied details						
Prepared By		A Suresh			Work done from date		10 03 2020	
Name of the Contractor		Purnima mosaic Tiles			work done to date		16 03 2020	
Date:		16.03.2020			Approved by			
					Sign:			
S No.	Item Head	tem Descriptio	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1.0	Pavours	pavours	1,460.00	Sft	36.00	52,560.00		
							52,560.00	

APPROVED BY
1 6 MAR 2020
A. SURESH
PROJECT MANAGER

17/03/2020

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Purchase Order

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65627
10.02.20 5:22:39

From Company :	**Villa Orchids LLP** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AANFG4817C1ZH

Supplier Details			
Purnima Mosaic Tiles Sy.No. 843/A, Near Check Post, Medchal, R.R.Dist. 501 401	**Doc No**	65627	63196
	Doc Date	11-02-2020	
GSTIN 36AEPPP5661P1ZI NA	**Quote No**	Nil	
27531972 9849195298	**Quote Date**	31-07-2018	
	SupplyType	Supply And Installation	

Kind Attn : Bharat Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8529 - Stone - other - Pavers - Other - Sft. *8" x 4" x 55mm*	2,800.00	46.00	0.00	18.00	151,984.00
2	9027 - Tiles - Cement floor - 13 In x13 In - sft *Parking desighner tiles - 20mm to 25mm thick*	3,100.00	37.00	0.00	18.00	135,346.00
					Total Order Value . . .	**287,330.00**

Rupees : Two Lakh(s) Eighty Seven Thousand Three Hundred Thirty Only.

Terms and Conditions :-

Specification / Brand	Circular no. 841(c), As per approved guideline rates by MD on dtd. 31/07/2018.
Payment Terms	50% at the time of releasing PO/WO and balance on completed work.
Tax	All taxes included in above price.
Delivery Date	Within 7days
Delivery Location	Villas Orchids Behind: Janapriya, Kowkur. Phone. 9502232100/9502266233
Penality For Delay	"Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price
Warranty	Nil
Advance Paid	Rs. 1,43,665/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa no. 121 to 125,76,96,101 to 103.
Completion Date	Work shall be completed within 4days from the date of the work order.
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	

Work Completed ⇒ Pavers : 121 to 123

4 Parking : 121 to 125

T.D. [signature] 28/2/20   15/6/20.

For *Villa Orchids LLP*

Authorised Signatory

Name : [signature] 11/02/2020

Accepted the above Terms And Conditions

For *Purnima Mosaic Tiles*

Name : ____________

Date : __/__/____

Requisition Form - parking tile

Company	Villa orchids LLP
Req. no.	63196
Material required before	10.02.2020
Prepared by:	S Sharvani
Flat / Block no:	V. No 121 to 125 & 76 & 96 & 101 to 103
Name of the supplier	Purnima mosaic tiles
Required for	10 Villas

Site & Phase : Villa orchids
Req. Date 08.02.2020
ID no. 55342
Approved by (sign): A Suresh

S No.	Item Description	Units	Qty required per villa	No of flats	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	parking tile	Sft	310.0	10	3,100.0	-	3,100.0		
2	Pavours	Sft	280.0	10	2,800.0	-	2,800.0		
	Total								

Note : please issue the work order

65627

APPROVED BY
10 FEB 2019
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 1   10/02/2020 3:46:14 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Draft PO for Approval

Supplier Details

Purnima Mosaic Tiles
Sy.No. 843/A, Near Check Post, Medchal, R.R.Dist. 501 401

GSTIN 36AEPPP5661P1ZI   NA
27531972   9849195298

Doc No	65627	63196
Doc Date	10-02-2020	
Quote No	Nil	
Quote Date	31-07-2018	
SupplyType	Supply And Installation	

Kind Attn : Bharat Patel

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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Remarks	

10/02/2020

APPROVED BY
10 FEB 2019
SOHAM MODI
MANAGING DIRECTOR

For *Villa Orchids LLP*
Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions
For *Purnima Mosaic Tiles*

Name : ____________

Name : ____________

Date : __/__/____