PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	21/05/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	N. Sharada	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	Villa Orchids
Nature of work	Painting work		
Villa/flat/block no.	285,13,113 & 97.		
Request for payment date	06/03/2020	Request for payment amount – B	Rs. 1,21,975/-
GST on bills – C	Rs. 7,319/-	Total D = B + C	Rs. 1,29,294/-
Work done from	20/02/2020	Work done to	06/03/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	015	21/05/2020	Rs. 1,29,294/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,29,294/-
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. 1,29,294/-
Amount J – Difference A-B (should be nil)			-
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	**23/05/2020**

Remarks: **No work order for above bill. Please consider the bill for processing.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:							
Date	21/5/20	21/5/20	22/05/2020	22 MAY 2020	22/5/20	22/05/2020	

APPROVED BY MANAGING DIRECTOR

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/-

PAN NO. BDWPN0356G

✆ : 9912517701

N. SHARADA PAINTS

Plot No. 83, Nehru Nagar, Jammigadda, Kushaiguda, Kapra, Hyderabad-500 062 Telangana

Invoice No. 015

INVOICE

Date : 21/5/20

Name Villa Orchid LLP

Address

GSTIN: 36AAANFG4817C1ZH.

Sl. No.	Name of Product	Qty.	Rate	AMOUNT Rs.	Ps.
1.	Painting work done @ V.No: 285, 97 13	1 L.S.	62,752/-	62,752	00
2.	Painting work done @ V.No: 113, - 97 97 13	1 L.S.	66,542/-	66,542	00
		TOTAL		1,29,294	00

INWARD
No: 65587
Date: 21/5/20
Sign:
MODI PROPERTIES PVT. LTD. SEC'BAD

Rupees in words One lakh twenty nine thousand two hundred and ninety four only/-

For N. SHARADA PAINTS

Authorised Signature

Terms & Conditions :
Goods once sold will not be taken back.

id: 57565 & 57566

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

Sl. No. – site bills register	10902	Date - site bills Register	06/03/2020
Company Name:	VOC LLP	Site:	VOC
Name of Contractor	A. SHARDHA		
Nature of work	PAINTING		
Work done	From Date 20/2/2020	To Date	06/03/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	285	1820	15.75	Sft	28665/-	
2.	13	1940	15.75	Sft	30555/-	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				59200/-	

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

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 06/03/2020	Date: 06/03/2020	Date:
Sign:	Sign: Nandakumar	Sign:

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
06 MAR 2020
A. SURESH
PROJECT MANAGER

APPROVED BY
- 7 MAR 2020

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	21/05/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	N. Sharada	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	Villa Orchids
Nature of work	Painting work		
Villa/flat/block no.	285,13,113 & 97.		
Request for payment date	06/03/2020	Request for payment amount – B	Rs. 1,21,975/-
GST on bills – C	Rs. 7,319/-	Total D = B + C	Rs. 1,29,294/-
Work done from	20/02/2020	Work done to	06/03/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	015	21/05/2020	Rs. 1,29,294/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,29,294/-
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. 1,29,294/-
Amount J – Difference A-B (should be nil)			-
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	**23/05/2020**

Remarks**: No work order for above bill. Please consider the bill for processing.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	[signature]	APPROVED BY 22 MAY 2020 MANAGING DIRECTOR	[signature]	[signature]	[signature]
Date	21/5/20	21/5/20	22/05/2020		22/5/20	22/05/2020	

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/-

Estimate Sheet								
Company Name:		Villa orchids LLP						
Project:		Villa Orchids						
work description:		Painting work done villas details				Approved by:		
Prepared By :		A Suresh				Sign:		
Contractor Name :		N Shradha				work start date	20.02.2020	
Date:		07.12.19				work end date	06.03.2020	
		A		C	D=AxC	E=Sum of D		
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks	
1	villa no 285	1820.0	Sft	15.8	28665.0			
2	villa no 13	1940.0	Sft	15.8	30555.0			
	Note : stage III work is @ 25% of the total rate (45/ sft -@ 35% = Rs :15.75)					59220.0		

APPROVED BY
J
SH
AGER

APPROVED BY
0 6 MAR 2020
A. SURESH
PROJECT MANAGER

06/03/2020

APPROVED BY
0 6 MAR 2020
A. SURESH
PROJECT MANAGER

id: 57900, 902 & 57903

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

Sl. No. – site bills register	10918	Date - site bills Register	17/03/2020
Company Name:	VOC (LLP)	Site:	VOC
Name of Contractor	N. SHARDHA		
Nature of work	Painting Work done		
Work done	From Date 01/03/2020	To Date	17/03/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	villa no: 113	1820.0	11.3	sft	20475/-	
2.	villa no: 97	1820.0	11.3	sft	20475/-	
3.	villa no: 13	1940.0	11.3	sft	21825/-	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				62,775/-	

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

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 17/03/2020	Date: 19/03/2020	Date:
Sign:	Sign: Naveen Kumar	Sign:

APPROVED BY ... MAR 2020 ... 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.

17 MAR 2020

A. SURE...

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Measurement Sheet										
Company Name		Villa Orchids LLP								
Project		Villa Orchids								
Description		Final painting work done villas details								
Prepared By		A Suresh								
Date		17.03.2020								
Name of the Contractor		N Shardha								
A			A	B	C	D	E=AxBxCxD	F	G=Sum of F	
S No	Item Head	Item Description	Length	Width	Height	Nos	Quantity	Units	Item Head Total	Remarks
1.00	V No 113	Final stage work	1,820.00	1.00	1.00	1.00	1,820.00	Sft	1,820.00	
2.00	V No 97	Final stage work	1,820.00	1.00	1.00		1,820.00	Sft	1,820.00	
3.00	V No 13	Final stage work	1,940.00	1.00	1.00	1.00	1,940.00	Sft	1,940.00	

Estimate Sheet							
Company Name:		Villa orchids LLP					
Project:		Villa Orchids				Approved by:	
work description:		Painting work done villas details				Sign:	
Prepared By :		A Suresh				work start date	01.03.2020
Contractor Name :		N SHARDHA				work end date	17.03.2020
Date:		17.03.2020					
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 113	1820.0	Sft	11.3	20475.0		stage - III
	Villa no 97	1820.0	Sft	11.3	20475.0		
	Villa no 13	1940.0	Sft	11.3	21825.0		
						62775.0	

17 MAR 2020

19/05/2020

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