

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/7/2020		Prepared by:		K. R. Chagula	
PO/WO no.		67395		PO / WO Date.		27/5/2020	
Supplier Name		Mega Engineering		PO/WO amount		8,614 / -	
Firm/Company		Vijeta Home Owners Association		Project		VHOA	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	039	13/2/2020		8,614 / -			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
8,614 / -							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	008	25/5/2020	81162	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
8,614 / -							
Amount E – PO / WO value:							
8,614 / -							
Amount F – Difference (A – E):							
Quantity received as per PO / WO				☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)			
Is difference between PO / Bill acceptable?				☐ Yes ☐ No (explained below)			
Excess / short material received				☒ Approved – within acceptable limits ☐ No (explained below)			
Close PO / WO				☒ Yes ☐ No – wait for balance material ☐ No (explained below)			
Advance paid / PDC given (deduct when paying)				☐ Yes Rs. / - ☒ No			
Payment – due date				27/7/2020			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	21/7/2020						

Notes: 1. In case amount to be credited to supplier 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 Pos/Wo upto Rs. 5,000/-, Purchase Manager upto 25,000/- and Purchase Director thereafter. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/-

TO,

M/S. VISTA HOMES OWNERS ASSOCIATION,.

SITE: SY.NO.193, KAPRA, HYDERABAD.

MEGA ENGINEERING

7-1-282/22/A, Scientific Colony, Balkampet, S.R.Nagar, ,
Hyderabad-500038.

Ph: 040-23817824, Cell: 9849005171.

E-mail: mega_engg@yahoo.com

DELIVARY CHALLAN.

NO: ME/DC/ 008/20-21.

Date: 13-07-2020.

YOUR REF.NO : DOC.NO:67395/99577

Date: 25-05-2020.

Our Ref:

S.No.	Description	Qty.	Rate		Unit	Amount	
			Rs.	Ps.		Rs.	Ps.
1.	LUBRICATING OIL	20LTS					
2.	FILTER KIT	1KIT					
3.	COOLENT	2 LTS					
OUR GSTIN: 36AAVFM6593K1Z9.						For MEGA ENGINEERING	
Note: 1.Subject to Hyderabad Jurisdiction.							

Purchase Order

Page(s) 1 Of 1

27-May-20 1:03:59 PM



67395

15.05.20 11:59:03

From Company : **Vista Homes Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : .

Supplier Details

Mega Engineering
7-1-28/22/A Scientific Colony, Balkampet, SR Nagar, Hyderabad

GSTIN -

040-23715171

9849005171,

Doc No	67395	99577
Doc Date	27-05-2020	
Quote No	Nil	
Quote Date	22-05-2020	
SupplyType	Supply	

Kind Attn : A.M.S . Rao

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 4092 - Consumables - Others-Oil - NA - Ltrs Lubricant oil	20.00	275.00	0.00	18.00	6,490.00
2 4075 - Consumables - Filter - NA - Nos Filter Kit	1.00	1,200.00	0.00	18.00	1,416.00
3 4087 - Consumables - Coolant - NA - Ltrs	2.00	300.00	0.00	18.00	708.00
Total Order Value . . .					8,614.00

Rupees : Eight Thousand Six Hundred Fourteen Only.

Terms and Conditions :-

Specification / Brand Above rates as per your quotation no-ME/Q/004/20-21, dated: 20.05.20.**Payment Terms** After Delivery & Production of bill**Tax** GST included in the above prices**Delivery Date** within Two days from date of po

Delivery Location Vista Homes
Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school
Phone. Contact: 8790166611

Penalty For Delay Nil**Transportation Cost** Included in the above price.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. The above order for 82.5 Greaves Generator Servicing purpose.**Completion Date** NA**Measurment** Nil**Security** Nil**Remarks** NilFor **Vista Homes Owners Association**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Mega Engineering**

Date : ____/____/____

Estimate/Draft PO

Page(s) 1 Of 1

22-May-20 3:51:35 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : .

Supplier Details

Mega Engineering
7-1-28/22/A Scientific Colony, Balkampet, SR Nagar, Hyderabad

GSTIN -

040-23715171

9849005171,

Doc No	67395	99577
Doc Date	22-05-2020	
Quote No	Nil	
Quote Date	22-05-2020	
SupplyType	Supply	

Kind Attn : A.M.S . Rao

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Warranty Nil

Advance Paid Nil

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Completion Date NA

Measurment Nil

Security Nil

Remarks Nil

For **Vista Homes Owners Association**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mega Engineering**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Vista Homes Owners association		Date:		21.05.2020		
Site & Phase :				Time:		11:20 AM		
Supplier				Req. No.		99577		
Material required before date:			25.05.2020		ID No.			5A043
No	Description	Size	Quantity	Units	Inward No	Date		
1	Lubricant oil		20	Ltrs				
2	Filter Kit		01	Kit				
3	Coolent		02	Ltrs				
4								
5								
6								
7								
8								
9								
Remarks: For Generator Service maintenance purpose.								
Prepared By		T.MADHU		Approved by				
Sign.& Date		21.05.2020		Sign. & Date				

Note: On receipt of material at site write inward number and date in last 2 columns.



REF.NO:ME/Q/004/20-21
DATE: 20-05-2020.

TO,
M/S. VISTA HOMES OWNERS WELFARE ASSOC.,
SY.NO: 193-195, KUSHIGUDA,
HYDERABAD.-500062.

MEGA ENGINEERING

7-1-282/22/A SCIENTIFIC COLONY,
BALKAMPET, S.R.NAGAR, HYD-38,
PH: 9849005171.
EMAIL: mega_engg@yahoo.com.

QUOTATION

Dear Sir,

SUB: GENERAL SERVICING OF YOUR 82.5 KVA DG SET WITH GREAVES ENGINE.

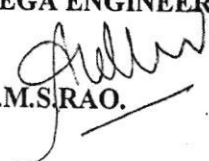
SL.NO.	DESCRIPTION	QTY	RATE	UNIT	AMOUNT
SPARE PARTS:					
1.	LUBRICATING OIL	20 LTR	275/-	PER LTR	✓ 5,500-00
2.	FILTER KIT	1 KIT	1200/-	EACH	✓ 1,200-00
3.	COOLENT	2 LTR	300/-	PER LTR	600-00
					7,300-00
GST @ 18%.....					1,314-00
TOTAL					<u>8,614-00</u>

(RUPEES EIGHT THOUSAND SIX HUNDRED FOURTEEN ONLY)

TERMS:

1. MATERIALS DELIVERY AT SITE WITHIN 2 DAYS.
2. JOB COMPLETION 1 DAY.
3. PAYMENT 80% ADVANCE ALONG WITH ORDER AND BALANCE AFTER JOB COMPLETION.
4. ANY EXTRA SPARE PARTS REQUIRED WILL BE CHARGED EXTRA COST.

For MEGA ENGINEERING


A.M.S. RAO.