PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	12/08/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	N. Sharada Paints	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Painting work		
Villa/flat/block no.	184,14,15,08 & 283.		
Request for payment date	18/07/2020	Request for payment amount – B	Rs. 1,67,118/-
GST on bills – C	Rs. 10,027/-	Total D = B + C	Rs. 1,77,145/-
Work done from	20/05/2020	Work done to	17/07/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	017	12/08/2020	Rs. 1,77,145/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,77,145/-
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. 1,77,145/-
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		**15/08/2020**	

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]						
Date	12/8/20						

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. 017

INVOICE

Date : 12/8/20.

Name Villa Orchid LLP

Address GSTIN: 36AANFG4818C1ZH.

Sl. No.	Name of Product	Qty.	Rate	AMOUNT Rs.	Ps.
1.	Painting work done @ Villa: 184	1	-	1,67,118	00
	14,15,08 & 283	L.S		1,77,145	08
		TOTAL		1,77,145	08

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★ INWARD No: 6898 Date: 12/8/20 Sign:

Rupees in words One lakh seventy seven thousand one hundred and forty five only

For N. SHARADA PAINTS

Sharada

Authorised Signature

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

id: 6867 - 6871

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

Sl. No. – site bills register	11015	Date - site bills Register	18/07/2020
Company Name:	VOCCLP	Site:	VOC
Name of Contractor	N. SHARDHA		
Nature of work	PAINTING WORK		
Work done	From Date 20/05/2020	To Date	17/07/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	184	1585	15.75	Sft	24963	
2.	14	1940	27.0	"	52380	
3.	15	1940	15.75	"	30555	
4.	08	1940	15.75	"	30555	
5.	283	1820	15.75	Sft	28665	
6.						
7.						
8.						
9.						
10.						
11.	Total:				1,67,118/-	

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: 18/07/2020	Date: 21/07/2020	Date:
Sign:	Sign: Nandkumar.	Sign:

APPROVED BY
22 JUL 2020
SOHAM 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
18 JUL 2020
A. SURESH
PROJECT MANAGER

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	20 May 2020
Contractor Name :		N Shardha				work end date	17 July 2020
Date:		44,030.00					
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1.00	Villa no 184	1,585.00	Sft	15.75	24,963.75		
2.00	Villa no 14	1,940.00	Sft	27.00	52,380.00		
3.00	Villa no 15	1,940.00	Sft	15.75	30,555.00		
4.00	Villa no 08	1,940.00	Sft	15.75	30,555.00		
5.00	Villa no 283	1,820.00	Sft	15.75	28,665.00		
						1,67,118.75	

APPROVED BY
18 JUL 2020
A. SURESH

Measurement Sheet										
Company Name:		Villa Orchids LLP								
Project:		Villa Orchids								
Description :		Painting stage III work done villas details								
Prepared By:		A Suresh								
Date :		18 July 2020								
Name of the Contractor :		N Shradha								
A			A	B	C	D	E=AxBxCxD	F	G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total	Remarks
1.0	Villa no 184	Stage III	1,585.0	1.0	1.0	1.0	1,585.0	Sft	1,585.0	
2.0	Villa no 14	Stage III & final stage	1,940.0	1.0	1.0	1.0	1,940.0	Sft	1,940.0	
3.0	Villa no 15	Stage III	1,940.0	1.0	1.0	1.0	1,940.0	Sft	1,940.0	
4.0	Villa no 08	Stage III	1,940.0	1.0	1.0	1.0	1,940.0	Sft	1,940.0	
5.0	Villa no 283	Stage III	1,820.0	1.0	1.0	1.0	1,820.0	Sft	1,820.0	

APPROVED BY
18 JUL 2020
A. SURESH
PROJECT MANAGER

Naveen Kumar
21/07/2020.