

Sub.: Standard procedure for billing/request for payment.

The following standard procedure must be adopted with immediate effect.

1. The format for bill details and request for payment has been changed. New formats are enclosed.
2. All advice for credit and request for payment (scanned PDF copy) shall be sent by email to at const_bills@modiproperties.com and purchase@modiproperties.com. const_bills@modiproperties.com shall be redirected to the Design Team (Nagalaxmi, Rahul Jayaprada & Triveni).
3. The measurement and estimate sheet shall be sent in PDF format. However, the 'Request for payment & advice for credit' (earlier called bill details sheet) shall be filled by hand, approved by project manager, scanned and sent by email along with estimate and measurement sheet in PDF format.
4. Original bills shall be filed at site. A register of bills sent to HO shall be maintained at site. The filing of the original bills/ advice /request for payment must be in chronological order i.e., latest bill on top. Adopt one of the two systems for filing i.e., contractor wise or flat/villa wise.
5. Bills/request/advice must be sent by 6pm on Thursday for them to be considered for payment on Saturday.
6. Bills/request/advice must be sent within 2 working days of completion of work.
7. Clarifications:
 - a. For turnkey works where quantity has been pre-determined in brochure or in circulars measurement & estimate sheets not required.
 - b. Turnkey contractors like painters, false ceiling, portico tiles, pavers, etc., - directly send GST bills along with relevant documents/photographs (if any). Accountants will debit advances and material issued to them through SSLLP.
 - c. Form for 'Advice for giving credit to contractors/suppliers' is to be used for approving bills raised by contractors.
 - d. Form for 'Request for payment to suppliers/contractor' is to be sparingly used. Use for payment of advances at the time of starting work – such payments must be as per circulars/guidelines. This form can be used for recommending payments to contractors whose work is struck for want of finances. Do not use for recommending weekly payments – for that send weekly vouchers with recommended payment (only after appropriate credit is given to contractor).
 - e. All bills of turnkey contractors must be entered into billing database to avoid double billing.

Soham Modi

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

Sl. No. – site bills register				Date - site bills Register			
Company Name:				Site:			
Name of Contractor							
Nature of work							
Work done		From Date				To Date	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:						
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:		Date:			Date:		
Sign:		Sign:			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.

Construction division
Request for payment to supplier/contractor

Company name:			
Project name:			
Contractor name/payment to:			
Contractor group:			
Nature of work:			
Villa/flat/block no.:			
Amount		Payment / cheque date	
Type of payment	☐ Advance ☐ Part Payment ☐ Balance Payment ☐ PDC ☐ Other:		
Payment mode	☐ Cheque ☐ Cash ☐ Online payment ☐ Transfer to Happay card ☐ Other:		
Measurement & estimate sheet:	☐ Required ☐ Not required	Measurement & estimate sheet:	☐ Enclosed ☐ Not enclosed
PO/WO no.		PO/WO date:	
In case of part payment towards WO/PO or works at site – give following details:			
A. Total value of work/PO/WO (in Rs.)			
B. Percentage of work completed			
C. Value of work completed (in Rs.)			
D. Advance paid (in Rs.)			
E. Balance payable (in Rs.) $E = C - D$			
F. Payment recommended (in Rs.)			
Payment towards /Remarks:			
Approved by Project Manager	Approved by Design Team		Approved by M.D.
Date:	Date:		Date:
Sign:	Sign:		Sign:

Note: 1. Wherever required enclosed measurement and estimate sheet. 2. In some cases PDC may be requested to be handed over to supplier on receipt of material at site. 3. Primarily use for adhoc payments to contractors – justify payment by enclosing measurement and estimate sheet. 4. Fill NA wherever not applicable.