

Sub.: On account payments to contractors.

The following procedure has to be followed for on account payments to the contractors who have been given turnkey jobs.

- 1 For works like marble, granite, stone fittings, roof tiles, mosaic floor, pavers, etc.
 - a. On receipt of material at site like marble, granite, pavers, mosaic, roof tile, etc., send an advice to the head office for payment of 60% of total contract value on the material received. Ensure that measurement sheet or DC received is enclosed with the advice.
 - b. On completion of laying, fixing (without polishing) another 20% of contract value can be released. Ensure that a measurement sheet is enclosed along with the advice for 20% payment.
 - c. Advice for final 20% payment to be sent on completion of all works to the satisfaction of the site engineers. Ensure that measurement sheet and estimate sheet as per standard format are enclosed.
2. For aluminum windows (for select contractors only)
 - a. On receipt of aluminum along with bill and DC make payment on full value of material received. Send advice for payment along with copy of DC and bill.
 - b. On receipt of glass along with bill and DC make payment on full value of material received. Send advice for payment along with copy of DC and bill.
 - c. On completion of all works send estimate and measurement sheet along with advice for releasing balance payment.
3. Fabrication of grills
 - a. After issuing PO 60% of contract value can be released as advance towards material subject to limit of Rs.1 lakh. For larger contracts issue payment in parts. Contractor must provide proof of purchase of material along with bill within 7 days of payment of advance.
 - b. On completion of fabrication and powder coating additional 20% can be released.
 - c. On delivery of material at site advice for payment of balance amount along with estimate and measurement sheet should be sent to the head office.
4. For painters
 - a. Painters may purchase the material required from a supplier of their choice. Ensure that material received at site is of the specified brand and in sealed containers. Enclose photograph of material received along with advice for payment/voucher with copy of bill and DC. Payment to be released along with other payments every Saturday, however, request for payments exceeding Rs.5,000/- per week must be approved by purchase.
 - b. On completion of interior works except last coat of paint in flats bill can be made for 80% of the approved rate and balance 20% bill can be made on completion of all works.
 - c. For exterior work of apartments bill can be made @ 60% of approved rates on completion of 1st coat of paint. Balance 40% bill can be sent on completion of all works.

- d. For villas on completion of painting work except last coat of internal and external works 75% bill can be raised. Balance bill to be raised on completion of all works.

Notes:

- 1 Revised format for request for payment is enclosed herein. Ensure that appropriate box is ticked if request for payment has been made earlier.
- 2 Request for payment must be sent within 1 week of completion of work or receipt of material. In case of delay in sending the advice or estimates/measurement sheets purchase has be advised to impose a fine of Rs.500/- for every week of delay on the project manager.
- 3 Format for estimate and measurement sheet is attached herein.
- 4 Internal memo.912/17/a stands cancelled.
- 5 Project Managers are requested not to make any bills for which no guidelines are issued. Do not make bills with a note attached stating deviations made. Instead send an email for clarification and make bills after approval. Project Managers are once again encouraged to use guideline rate approval form as given in Internal Memo no. 912/34.
- 6 Rajesh shall ensure that no bills are prepared or approved without approved guideline rates.
- 7 Bills must be raised in favour of the respective project (company/firm). Bill must have TIN or TOT number.
- 8 Format for preparing final bill by purchase is enclosed herein.

Managing Director

Measurement sheet

MEASUREMENT SHEET									
Company Name:					Approved by:				
Project:					Sign:				
Work Description:					Work start date:				
Contractor:					Work end date:				
Prepared By									
Date:									
			A	B	C	D	$E=A \times B \times C \times D$	F	G=Sum of E
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total

Estimate Sheet

ESTIMATE SHEET							
Company Name:				Approved by:			
Project:				Sign:			
Work Description:							
Contractor:							
Prepared By							
Date:							
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total

Final bill details

Company Name:		Site:	
		Prepared by:	
Date:		Signature:	
Name of Contractor			
Villa/Flat/Block No.			
Nature of work			
WO / PO number		WO / PO date	
Work done	From Date	To Date	
WO / PO amount			
Bill type		☐ Part bill ☐ Full bill as per PO / WO	
Total value of work done			
Taxes / VAT			
Other charges / Deductions			
Gross Total			
Value of material for which bills submitted			
Balance amount for which bills made			
Remarks :			

For accountants only.

JV Number	JV date
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Notes: 1. Attach estimate and measurement sheets approved by Project Manager. 2. Attach labour, transport, allowance, bills.