

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	04/09/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Gurralla Narendra Babu Yadav	WO amount – A	-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	Painting work		
Villa/flat/block no.	42 & 48		
Request for payment date	27/08/2020	Request for payment amount – B	Rs. 35,325/- ✓
GST on bills – C	Rs. 2,120/- ✓	Total D = B + C	Rs. 37,445/- ✓
Work done from	19/07/2020	Work done to	20/08/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	04	28/08/2020	Rs. 37,445/- ✓
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 37,445/- ✓
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. 37,445/- ✓
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	12/09/2020		
Remarks: <u>No work order for above bill. Please consider the bill for processing.</u> ✓			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	04/09/2020		

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/-

GSTIN No. : 36ASZPG9718L1ZQ

TAX INVOICE

Cell : 6300337797

GURRALA NARENDRA BABU YADAV

Plot No. 66B, Krishna Nagar Colony, Moula-Ali, Hyderabad - 500 040.

Tax in Payable of Reverse Charge :

Invoice Serial No. : 04

Invoice Date : 28/08/2020

Transportation Mode :

Vehicle No. :

Date & Time of Supply

Place of Supply 28/08/2020

Details of Receiver / Billed to :

Name : Silver oak villas Up

Address : Cherlapally

Hyd.

GSTIN/UN 36ADBFG3288A227

State : Telangana State Code : 36

Details of Consignee / Shipped to :

Name :

Address :

GSTIN/UN

State : State Code :

Sl. No.	DESCRIPTION	Qty.	Rate	AMOUNT Rs. Ps.
	Towards painting work done at villa no:- 42 villa no:- 48 Stage - III			37,435 37,445 37,445



Total Invoice Amount in Words :

Thirty Seven Thousand, four -
hundred (Thirty Seven Rupees only)

Bank Details :

Bank Name :

Branch :

Bank A/c. :

Bank, IFSC :

Total Amount

Transport Charges

Labour Charges

CGST @ %

SGST @ %

IGST @ %

NET AMOUNT

For GURRALA NARENDRA BABU YADAV

Receiver's Signature

Authorised Signature

TP: 7303, 7304

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

Sl. No. - site bills register		730		Date - site bills Register		27-08-2020	
Company Name:		SAILUP		Site:		SOV.	
Name of Contractor		G. Patender babu.					
Nature of work		Painting work.					
Work done		From Date		19-07-20		To Date	
						20-08-2020	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	stage - B	2040	11.25/-	sft	22,950/-		
2.	v. no - 42						
3.							
4.	stage - B.	1100	11.25/-	sft	12,375/-		
5.	v. no - 48						
6.							
7.							
8.							
9.							
10.							
11.	Total:				35,325/-		
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: 27 AUG 2020	Date: 27/08/2020	Date: 28 AUG 2020
Sign: K. PURUSHOTHAM	Sign: Nagalakshmi	Sign: SOHAM MODI

Notes: 1. For hire charges, earth work, turnkey civil contractors. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. When not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

MEASUREMENT SHEET									
Company Name:		Silver Oak Villas LLP				Approved by:			
Project:		Silver Oak Villas				Sign:			
Work Description:		Painting Work							
Contractor Name		G. Narender Babu							
Prepared By		B.Meenakshi							
Date:		26-08-2020							
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	Painting Work Stage III Painting Work Villa no 42	Painting Work	2,040.00	1.00	1.00	1.00	2,040.00	sft	
2	Painting Work Stage III Painting Work Villa no 48	Painting Work	1,100.00	1.00	1.00	1.00	1,100.00	sft	

Silver Oak Villas LLP

Silver Oak Villas

Painting Work

G. Narender Babu

B. Meenakshi

26-08-2020

Sign:

S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	Painting Work Stage III Villa no.42	Painting Work	2,040.00	1.00	1.00	1.00	2,040.00	sft	
2	Painting Work Stage III Villa no.48	Painting Work	1,100.00	1.00	1.00	1.00	1,100.00	sft	

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP					
Project:		Silver Oak Villas					
Work Description:		Painting Work					
Name of the Contractor		G. Narender Babu					
Prepared By		B.Meenakshi					
Date:		26-08-2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Painting Work Stage III Villa no.42	Painting Work	2,040.00	sft	11.25	22,950.00	
2	Painting Work Stage III Villa no.48	Painting Work	1,100.00	sft	11.25	12,375.00	
							35,325.00
Total Amount in words: Thirty Five Thousand Three Hundred Twenty Five Rupees Only							

