PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	18/09/2020	Prepared by:	T.D. Murthy
WO no.	69074	WO date.	23/07/2020
Contractor Name	Mr. M. Sudarshan	WO amount – A	Rs. 39,648/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	Al. Sliding windows		
Villa/flat/block no.	69 to 76.		
Request for payment date	03/09/2020	Request for payment amount – B	Rs. 33,600/-
GST on bills – C	Rs. 6,048/-	Total D = B + C	Rs. 39,648/-
Work done from	25/07/2020	Work done to	20/08/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	117	03/09/2020	Rs. 39,648/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 39,648/-

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. 39,648/-
Amount J – Difference A-B (should be nil)	Rs. 6,048/-
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	**26/09/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 17 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	18/9/20	18/9					

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/-

Cell : 9849102251

TAX INVOCIE

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com
GSTIN No. 36BBIPM8347N1ZW

Name : Silver Oak Villas LLP
5-4-187/3&4 II Floor M-G Road Sec-bad
GST No 36ADBFS3288A2Z7

Bill No. 117 Date : 3-9-20
D.C No. Date :
Order No. 69074 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminium powder coating 3 Track Slyding window's with 4mm plain glass 3'-0 x 3'-6 x 10 Nos			105-0	320=00	33600	00

MODI PROPERTIES PVT. LTD.
INWARD
No. 69253
Date 1/9
Sign.
SEC'BAD

Rupees In Words : Therty Nine thousand Six hundred forty Eight only

SUB TOTAL			33600	00
SGST %	9		3024	00
CGST %	9		3024	00
IGST %				
GRAND TOTAL			39648	00

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

TP: 7384 to 7391

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

Sl. No. – site bills register	732	Date - site bills Register	28-08-20
Company Name:	SOVUP	Site:	SOV
Name of Contractor	M. Sudarshan		
Nature of work	Al. windows		
Work done	From Date 25/7/20	To Date	20/08/20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Carpentry Al winds					
2.	PO-69074.	105	320/-	sft	33,600/-	
3.	Al. sliding					
4.	windows					
5.	V.No-69-76					
6.						
7.						
8.						
9.						
10.						
11.	Total:				33,600/-	

Bill required	✓ YES ☐ NO.	GST bill required	✓ YES ☐ NO.
Measurement & estimate sheet:	✓ Required ☐ Not required	Measurement & estimate sheet:	✓ Enclosed ☐ Not enclosed
PO/WO no.	69074	PO/WO date:	23/7/20

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 18 AUG 2020	Date: 03/09/2020	Date: - 4 SEP 2020
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
K. PURSHOTHAM
ASST. PROJECT MANAGER

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. [illegible] must be sent within 7 days of completing work. 2. This form can be used for [illegible] 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.

S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
MEASUREMENT SHEET									
Company Name:		SIlver Oak Villas LLP				Approved by:			
Project:		Silver Oak Villas				Sign:			
Work Description:		Al.windows							
Contractor Name		M.Sudarshan							
Prepared By		B.Meenakshi							
Date:		28-08-2020							
I	carpentry al.windows								
	PO no.69074	Villa no 69 to 76	3.0	1.0	3.5	10.0	105.0	Sft	
	Al.Sliding windows								105.0

ESTIMATE SHEET							
Company Name:		SIlver Oak Villas LLP				Approved by:	
Project:		Silver Oak Villas				Sign:	
Work Description:		Al.windows					
Name of the Contractor		M.Sudarshan					
Prepared By		B.Meenakshi					
Date:		28-08-2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	carpentry al.windows						
	PO no.69074	Villa no 69 to 76	105.0	Sft	320.0	33,600.0	
	Al.Sliding windows						
							33,600.0
		Amount in Words:-Thirty Three Thousand Six Hundred Only					

APPROVED BY
28 AUG 2020
K. PURSHOTHAM
ASST. PROJECT MANAGER

Nagalaxmi
03/09/2020

Purchase Order

 18-09-2020 12:02:34

69074
24.07.20 11:20:52

From Company :	**Silver Oak Villas LLP** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Mr. M. Sudarshan H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc No**	69074	155878
	Doc Date	23-07-2020	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	01-03-2019	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2214 - Carpentry - windows - Al. Sliding - other - sft *35.50" x 41.50" - 3 track - 10 nos*	105.00	320.00	0.00	18.00	39,648.00
					Total Order Value . . .	**39,648.00**

Rupees : Thirty Nine Thousand Six Hundred Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 69 to 76.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

23/07/2020

Name : ______________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ______________

Date : __/__/____

Requisition Form - Openable Aluminium Windows										
Company		SOV LLP		Site&Phase	SOV					
Req. no.		**155878**		Req. Date	16.07.20					
Material required before		25.07.20		ID no.						
Prepared by:		G.chandra kanth		Approved by (sign):						
Flat / Block no:		**V no 69 to 76**								
Name of the Supplier :-										
Type D 1605 Sft 3BHK Order Value:		1	Villas							
Type B 1790 Sft 2BHK Order Value:		0	Villas							
Type C 1605 3BHK Order Value:		0	Villas							
S No.	Item Description	Units	Qty required forType A 1620 Sft 3BHK flat	Qty required forType B 1790 Sft 2BHK flat	Qty required Type C 1605 3BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	(3 Track) Sliding Window 6' x 4'	No's	38		-	38	-	38		
2	Openable Windows (Ven) 2' x 2'	No's	27	-	-	27		27		
3	(2 Track) Sliding Window 4' x 4'	No's	-	-	-	-	-	-		
4	Openable Windows (Ven) 2' x 4'	No's	19	-	-	19	-	19		
5	Fixed Windows 3' x 4'	No's	7	-	-	7	-	7		
6	(3 Track) Sliding Window 3'X3'6"	No's	10	-	-	10	-	10		
	Total		-					101		
	Note:- W.Order to M.Sudharshan									

APPROVED
27 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT