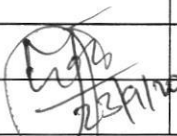
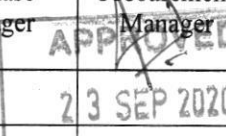
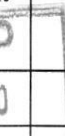


**PURCHASE DIVISION**  
Advice for approval for credit to supplier

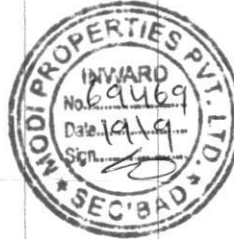
|                                                               |                                                                                     |                                                                                                                                                                           |                                                                                     |                                                                     |                             |            |                  |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         | 23/09/2020                                                                          | Prepared by:                                                                                                                                                              | T.D. Murthy                                                                         |                                                                     |                             |            |                  |
| PO/WO no.                                                     | 70184                                                                               | PO / WO Date.                                                                                                                                                             | 07/09/2020                                                                          |                                                                     |                             |            |                  |
| Supplier Name                                                 | Shiv Shakti Machine Tools<br>Hardware & Electricals                                 | PO/WO amount                                                                                                                                                              | Rs. 2,567/-                                                                         |                                                                     |                             |            |                  |
| Firm/Company                                                  | Serene Constructions LLP                                                            | Project                                                                                                                                                                   | Serene Farms                                                                        |                                                                     |                             |            |                  |
| Sl. No.                                                       | Bill No.                                                                            | Bill Date                                                                                                                                                                 | Bill amount                                                                         |                                                                     |                             |            |                  |
| 1.                                                            | 1563                                                                                | 14/09/2020                                                                                                                                                                | Rs. 2,567/- ✓                                                                       |                                                                     |                             |            |                  |
| 2.                                                            | -                                                                                   | -                                                                                                                                                                         | -                                                                                   |                                                                     |                             |            |                  |
| 3.                                                            | -                                                                                   | -                                                                                                                                                                         | -                                                                                   |                                                                     |                             |            |                  |
| 4.                                                            |                                                                                     |                                                                                                                                                                           | -                                                                                   |                                                                     |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                                                                                     |                                                                                                                                                                           | Rs. 2,567/- ✓                                                                       |                                                                     |                             |            |                  |
| Sl. No.                                                       | DC No                                                                               | DC. Date                                                                                                                                                                  | MRN No.                                                                             | DC matches MRN                                                      |                             |            |                  |
| 1.                                                            | 1563                                                                                | 14/09/2020                                                                                                                                                                | 83027                                                                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 2.                                                            |                                                                                     |                                                                                                                                                                           |                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |            |                  |
| 3.                                                            |                                                                                     |                                                                                                                                                                           |                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |            |                  |
| Amount B –Other Credits :                                     |                                                                                     |                                                                                                                                                                           | -                                                                                   |                                                                     |                             |            |                  |
| Amount C –Other Debits :                                      |                                                                                     |                                                                                                                                                                           | -                                                                                   |                                                                     |                             |            |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                                                                                     |                                                                                                                                                                           | Rs. 2,567/- ✓                                                                       |                                                                     |                             |            |                  |
| Amount E – PO / WO value:                                     |                                                                                     |                                                                                                                                                                           | Rs. 2,567/-                                                                         |                                                                     |                             |            |                  |
| Amount F – Difference (A – E):                                |                                                                                     |                                                                                                                                                                           | -                                                                                   |                                                                     |                             |            |                  |
| Quantity received as per PO /WO                               |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                                                     |                                                                     |                             |            |                  |
| Is difference between PO / Bill acceptable?                   |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                                                                                     |                                                                     |                             |            |                  |
| Excess / short material received                              |                                                                                     | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                                                                                     |                                                                     |                             |            |                  |
| Close PO / W?O                                                |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                                                     |                                                                     |                             |            |                  |
| Advance paid / PDC given (deduct when paying)                 |                                                                                     | <input type="checkbox"/> Yes – Rs. _____/- <input checked="" type="checkbox"/> No                                                                                         |                                                                                     |                                                                     |                             |            |                  |
| Payment – due date                                            |                                                                                     | 26/09/2020                                                                                                                                                                |                                                                                     |                                                                     |                             |            |                  |
| Remarks: _____                                                |                                                                                     |                                                                                                                                                                           |                                                                                     |                                                                     |                             |            |                  |
|                                                               |                                                                                     |                                                                                                                                                                           |                                                                                     |                                                                     |                             |            |                  |
| Approved by                                                   | Purchase Officer                                                                    | Purchase Manager                                                                                                                                                          | Procurement Manager                                                                 | MD                                                                  | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         |  |                                                                                        |  |                                                                     |                             |            |                  |
| Date                                                          | 23/9/20                                                                             | 23 SEP 2020                                                                                                                                                               |                                                                                     |                                                                     |                             |            |                  |

Notes: 1. In case amount to be credited to supplier 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 Pos/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 PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

# Tax Invoice

|                                                                                                                                                                                 |                                                                                                                                                                                                                           |                                                 |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|
|                                                                                                | <b>Shiv Shakti Machine Tools Hardware and Electricals</b><br>2-3-7, M.G Road, Secunderabad.<br>Ph: 040-40030129<br>GSTIN/UIN: 36ADQFS9120G1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : ssmtsecunderabad@gmail.com | Invoice No.<br><b>2020-21/1563/SS</b>           | Dated<br><b>14-Sep-2020</b>                 |
|                                                                                                                                                                                 |                                                                                                                                                                                                                           | Delivery Note<br>Supplier's Ref.<br><b>1563</b> | Mode/Terms of Payment<br>Other Reference(s) |
| <b>Buyer</b><br><b>Serene Constructions LLP</b><br>5-4-187/3&4, IInd Floor, M.G Road, Secundrabad<br>500003<br>GSTIN/UIN : 36ACVFS7909P1ZV<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br><b>70184-150351</b>                                                                                                                                                                                  | Dated<br><b>7-Sep-2020</b>                      |                                             |
|                                                                                                                                                                                 | Despatch Document No.                                                                                                                                                                                                     | Delivery Note Date                              |                                             |
|                                                                                                                                                                                 | Despatched through                                                                                                                                                                                                        | Destination                                     |                                             |
|                                                                                                                                                                                 | Terms of Delivery                                                                                                                                                                                                         |                                                 |                                             |

| Sl No. | Description of Goods                      | HSN/SAC  | Quantity     | Rate  | per | Disc. % | Amount            |
|--------|-------------------------------------------|----------|--------------|-------|-----|---------|-------------------|
| 1      | <b>MAL 12 Seg Marble Cutting Blade 4"</b> | 82029990 | <b>20 pc</b> | 90.00 | pc  |         | <b>1,800.00</b>   |
| 2      | <b>Cut Off Wheel 105*1.2mm DW</b>         | 68042390 | <b>15 pc</b> | 25.00 | pc  |         | <b>375.00</b>     |
|        |                                           |          |              |       |     |         | <b>2,175.00</b>   |
|        | <b>CGST</b>                               |          |              |       |     |         | <b>195.75</b>     |
|        | <b>SGST</b>                               |          |              |       |     |         | <b>195.75</b>     |
|        | <b>Total</b>                              |          | <b>35 pc</b> |       |     |         | <b>₹ 2,566.50</b> |



Amount Chargeable (in words) E. & O.E

**INR Two Thousand Five Hundred Sixty Six and Fifty paise Only**

| HSN/SAC      | Taxable Value   | Central Tax |               | State Tax |               | Total Tax Amount |
|--------------|-----------------|-------------|---------------|-----------|---------------|------------------|
|              |                 | Rate        | Amount        | Rate      | Amount        |                  |
| 82029990     | 1,800.00        | 9%          | 162.00        | 9%        | 162.00        | 324.00           |
| 68042390     | 375.00          | 9%          | 33.75         | 9%        | 33.75         | 67.50            |
| <b>Total</b> | <b>2,175.00</b> |             | <b>195.75</b> |           | <b>195.75</b> | <b>391.50</b>    |

Tax Amount (in words) : **INR Three Hundred Ninety One and Fifty paise Only**

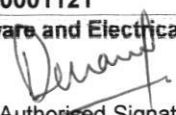
**Declaration**

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

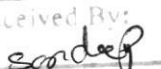
**Company's Bank Details**

Bank Name : ICICI Bank  
 A/c No. : 112105501160  
 Branch & IFS Code : M.G Road & ICIC0001121

**for Shiv Shakti Machine Tools Hardware and Electricals**

  
 Authorised Signatory

This is a Computer Generated Invoice

|                                                                                                  |                                                                                           |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>INWARD</b>                                                                                    |                                                                                           |
| Inward No: <b>5397</b>                                                                           | Date: <b>16-9-20</b>                                                                      |
| MRN No: <b>83027</b>                                                                             | Date: <b>17-9-2020</b>                                                                    |
| Received By:  | Sign:  |
| Serene Construction (Hyd) LLP                                                                    |                                                                                           |

# Purchase Order



70184

03.09.20 11:50:24

Page(s) 1 Of 1

08-09-2020 3:23:14 PM

From Company : **Serene Constructions LLP**  
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.  
G S T No. : 36ACVFS7909P1ZV

**Supplier Details**

Shiv Shakti Machine Tools Hardware & Electricals  
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)

Doc No 70184 150351

Doc Date 07-09-2020

Quote No Nil

Quote Date 20-01-2019

SupplyType Supply

GSTIN 36ADQFS9120G1ZQ

8121002491

8374457644

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

| Item Name                                                             | Qty   | Rate  | Dis% | GST   | Amount   |
|-----------------------------------------------------------------------|-------|-------|------|-------|----------|
| 1 9550 - Tools - Machine Blade - other - nos<br>Wall Cutting Blade 4" | 20.00 | 90.00 | 0.00 | 18.00 | 2,124.00 |
| 2 9550 - Tools - Machine Blade - other - nos<br>Rod cutting Blade 4"  | 15.00 | 25.00 | 0.00 | 18.00 | 442.50   |
| Total Order Value . . .                                               |       |       |      |       | 2,566.50 |

Rupees : Two Thousand Five Hundred Sixty Six and Paise Fifty Only.

**Terms and Conditions :-**

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Serene Farms  
Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503  
Phone. ..

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for welding works purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Serene Constructions LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**

Name :

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

### Requisition Form

| Company Name:                                                 |                      | SERENE CONSTRUCTION LLP |          | Date:        |           | 05-09-20 |  |
|---------------------------------------------------------------|----------------------|-------------------------|----------|--------------|-----------|----------|--|
| Site & Phase:                                                 |                      | Serene farms            |          | Time:        |           | 11.45    |  |
| Supplier                                                      |                      |                         |          | Req. No.     |           | 150351   |  |
| Material required before date:                                |                      | Asap                    |          | ID No.       |           | 89633    |  |
| No                                                            | Description          | Size                    | Quantity | Units        | Inward No | Date     |  |
| 1                                                             | Wall cutting blades  | 4"                      | 20       | Nos          |           |          |  |
| 2                                                             | MS plates            | 6"x6"x8mm               | 27       | Nos          |           |          |  |
| 3                                                             | Steel cutting blades | 4"                      | 15       | Nos          |           |          |  |
| 4                                                             |                      |                         |          |              |           |          |  |
| 5                                                             |                      |                         |          |              |           |          |  |
| 6                                                             |                      |                         |          |              |           |          |  |
| 7                                                             |                      |                         |          |              |           |          |  |
| 8                                                             |                      |                         |          |              |           |          |  |
| 9                                                             |                      |                         |          |              |           |          |  |
| 10                                                            |                      |                         |          |              |           |          |  |
| The above material is required for fabrication work in villas |                      |                         |          |              |           |          |  |
| Prepared By                                                   |                      | SYED GOLAM SARWAR       |          | Approve by   |           |          |  |
| Sign. & Date                                                  |                      | 05-09-20                |          | Sign. & Date |           |          |  |

NOTE: on receipt of material at site write inward number and date in last 2 columns.


  
**APPROVED BY**  
 05 SEP 2020  
 SOHAM MODI  
 MANAGING DIRECTOR

## Estimate/Draft PO

Page(s) 1 Of 1

07-09-2020 2:02:51 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**  
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.  
G S T No. : 36ACVFS7909P1ZV

### Supplier Details

Shiv Shakti Machine Tools Hardware & Electricals  
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)

**GSTIN** 36ADQFS9120G1ZQ

8121002491

8374457644

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 70184      | 150351 |
| <b>Doc Date</b>   | 07-09-2020 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 20-01-2019 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Shivang Gupta**

Estimate/Draft PO for the Supply of following Items.

| Item Name                                                            | Qty   | Rate  | Dis% | GST   | Amount          |
|----------------------------------------------------------------------|-------|-------|------|-------|-----------------|
| 1 9550 - Tools - Machine Blade - other - nos<br>Wall Cuting Blade 4" | 20.00 | 90.00 | 0.00 | 18.00 | 2,124.00        |
| 2 9550 - Tools - Machine Blade - other - nos<br>Rod cutting Blade 4" | 15.00 | 25.00 | 0.00 | 18.00 | 442.50          |
| <b>Total Order Value . . .</b>                                       |       |       |      |       | <b>2,566.50</b> |

Rupees : Two Thousand Five Hundred Sixty Six and Paise Fifty Only.

### Terms and Conditions :-

**Specification / Brand** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** Inclusive of all taxes

**Delivery Date** Next Day.

**Delivery Location** Serene Farms  
Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503  
Phone. ..

**Penalty For Delay** Nil

**Transportation Cost** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for welding works purpose

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**



For **Serene Constructions LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_