PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	28/09/2020	Prepared by:	T.D. Murthy
WO no.	69020	WO date.	22/07/2020
Contractor Name	Karunakar Reddy	WO amount – A	Rs. 4,46,040/-
Firm/Company	Villa Orchid LLP	Project name	Villa Orchid
Nature of work	Cement Fiber Board		
Villa/flat/block no.	294		
Request for payment date	07/09/2020	Request for payment amount – B	Rs. 28,271/-
GST on bills – C	Rs. 5,089/-	Total D = B + C	Rs. 33,360/-
Work done from	01/09/2020	Work done to	07/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	129	24/09/2020	Rs. 33,360/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 33,360/-
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. 33,360/-
Amount J – Difference A-B (should be nil)			Rs. 4,17,769/-
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	**03/10/2020**

Remarks**: Part bill received. Estimate and measurement sheet is enclosed. Please check advance and release the balance payment.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 28 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	28/9/20	28/9					

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/-

TAXABLE INVOICE

Ph : 9440407992

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

Seller GST No. **36AKGPR0150G1ZD**
State: Telangana State Code : 36.

Invoice No. 129
Invoice Date : 24/09/2020

Details of Receiver / Billed to. villa or chids pp

Address: 89020

Buyer GST No.: 36 AA NFG 4817 CI ZH State.......... Code..........

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	villa. No. 294		269.25	105	28271

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 69650
Date: 28/9/20

Total Amount	28271
Add CGST @ 9 %	2544.39
Add SGST @ 9 %	2544.39
Grand Total	33359.78

Rupees in words : thirty three thousand three hundred fifty nine only

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

Signature

ID: 7087

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

Sl. No. – site bills register		11074		Date - site bills Register		07/09/2020	
Company Name:		VOC LLP		Site:		VOC	
Name of Contractor		KARUNAKER REDDY					
Nature of work		SERA BOARD LAYING WORK					
Work done		From Date		1/09/2020	To Date	07/09/2020	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa no: 294	269	105	Sft	28,271		
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				28,271/-		

Bill required	☐ YES ☑ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	69020	PO/WO date:	22/07/2020

Remarks :

APPROVED BY
-4 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 07/09/2020	Date: 08/9/2020	Date:
Sign:	Sign: Nagalaxmi.	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.

APPROVED BY
7 SEP 2020
A. SURESH
PROJECT MANAGER

APPROVED BY
-4 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa Orchids						P. No	69,020	
Description :		Sera board Laying work villas details						Approved by:		
Prepared By:		A Suresh						Sign:		
Date :		7-Sep-2020								
Name of the Contractor :		Karunaker Reddy								
A			A	B	C	D	E=AxBxCxD	F	G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total	Remarks
								Sft		
1	Villa no 294	sera board	24	14	1	1	317	Sft		
			4	6	1	2	48	sft	269	

APPROVED BY
7 SEP 2020
A. SURESH
PROJECT MANAGER

Estimate Sheet							
Company Name:	Villa orchids LLP				Approved by:		
Project:	VOC				Sign:	work order. No	69,020
work description:	Sera board Laying work villas details					work done from date	1-Sep-2020
Prepared By	A Suresh					work done to date	7-Sep-2020
Contractor Name	Karunaker Reddy						
Date:	7-Sep-2020						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 294	269	Sft	105	28,271		
						28,271	

269.25

APPROVED BY
7 SEP 2020
SURESH
PROJECT MANAGER

Nagalaxmi
08/9/2020

24-Jul-20 10:51:28 AM

Purchase Order

69020
24.07.20 11:20:52

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

GSTIN 36AKGPR0150G1ZD
NA NA
9440407992

Doc No	69020	63451
Doc Date	22-07-2020	
Quote No	Nil	
Quote Date	22-10-2018	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	3,600.00	105.00	0.00	18.00	446,040.00
Rupees : Four Lakh(s) Fourty Six Thousand Fourty Only.					**Total Order Value . . .**	**446,040.00**

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Villas Orchids Behind: Janapriya, Kowkur. Phone. 9502232100/9502266233
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 2,23,020/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Simplex Villa no. 196,294,103,102,254,256,257,258,220,221,11 & 12.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

1st

=> Part bill received of Rs. 3,10,492/- B.no: 123, dt: 4/9/20. and bal. bill of Rs. 1,35,548/- (V.no: 294, 11 & 12) to be receivable.

12/9/20.

=> Part bill received of Rs. 33,359/- B.no: dt: and bal. bill of Rs. 1,02,189/- (V.no: 11 & 12) to be receivable.

28/9/20.

For **Villa Orchids LLP**

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Name : ____________

Date : __/__/____

Estimate/Draft PO

 22-07-2020 4:00:42 PM Original / Office Copy / Purchase Div.Copy

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details			
Karunakar Reddy	**Doc No**	69020	63451
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc Date**	22-07-2020	
	Quote No	Nil	
GSTIN 36AKGPR0150G1ZD NA	**Quote Date**	22-10-2018	
NA 9440407992	**SupplyType**	Supply	

Kind Attn : Mr. Karunakar Reddy

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	3,600.00	105.00	0.00	18.00	446,040.00
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Warranty	Nil
Advance Paid	Rs. 2,23,020/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Simplex Villa no. 196,294,103,102,254,256,257,258,220,221,11 & 12.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
24 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

Draft PO for Approval

For *Villa Orchids LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Karunakar Reddy*

Name : ______________ Name : ______________ Date : __/__/____

Requisition Form - CLadding tile												
Company		Villa orchids LLP		Site & Phase		Voc						
Req. no.		63451		Req. Date		20-07-2020						
Material required before		25-07-2020		ID no.								
Prepared by:		A Suresh		Approved by (sign):								
Flat / Block no:		196,294,103&102,254,257,256 & 258& 220&221&11&12										
Name of the supplier		Karunaker reddy										
Type B2 1940 Sft 3BHK		12	Villas									
Type B 1585Sft 3BHK Order Value:			Villas									
S No.	Item Description	Units	Qty required for Type C2 & C1 1820 Sft3BHK Villa	Qty required for Type d11585 Sft 3BHK villa	Qty required for Type B2 1940Sft3BHK Villa	Qty required for Type d11585 Sft 3BHK villa	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date
1	Sera bord	Sft	300		250		12	-	3,000	3,600.0		
	Total							-	3,000	3,600.0		
	Note : Please issue the work order											

APPROVED BY
24 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

Draft PO for Approval