PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/10/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	S. Mahesh	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Painting work		
Villa/flat/block no.	135 & 64		
Request for payment date	19/08/2020	Request for payment amount – B	Rs. 67,680/-
GST on bills – C	Rs. 4,061/-	Total D = B + C	Rs. 71,741/-
Work done from	01/08/2020	Work done to	18/08/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	116	07/10/2020	Rs. 71,741/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 71,741/-
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. 71,741/-
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	**10/10/2020**

Remarks: No work order for above bill. Please Consider this bill for processing.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 07 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT [signature]				
Date	7/10	7/10					

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/-

S.Mahesh

TAX INVOICE

Cell : 9291555696, 7396977594

MAHESH PAINTING WORKS

#4-21/1, Kandhiguda, Sainikpuri Post, Kapra Mdl., Medchal Dist. - 500 094

[redacted]

Company Name : Villa orchids	INVOICE
Address :	GST No. : 36DFJPS1371P1ZP
	Invoice No. : 116
Company GST : 36AANFG4817C1ZH	Invoice Date : 07/10/2020

S.No.	Description	HSN Code	Qty.	Rate	Amount
1	Villa No : 135	34,725.6	1	–	34,725.6
2	Villa No 64	37,015.	1	—	37,015.2

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 89944
Date: 7/10/20
Sign:

Rupees in Words : Seventyone thousand seven hundred forty only.	Taxable Value	71,740.8
	SGST ....%	
Terms & Conditions :	CGST ....%	
1.	IGST ....%	
2. 3.	Grand Total	71,740.8

S mahesh

Signature

Customer Signature

ID: 6972, 6973

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

Sl. No. – site bills register	11047	Date - site bills Register	19/8/2020
Company Name:	VOC CCP	Site:	VOC
Name of Contractor	S. MAHESH		
Nature of work	PAINTING WORK		
Work done	From Date 01/8/2020	To Date 18/08/2020	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	135	1820	18.0	Sft	32760	
2.	64	1940	18.0	Sft	34920	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				67,680/-	

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 MD.
Date: 19/08/2020	Date: 20/08/2020	Date:
Sign:	Sign: Nagalakshmi.	Sign:

APPROVED BY
21 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

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
19 AUG 2020
A. SURESH
PROJECT MANAGER

Measurement Sheet										
Company Name:		Villa Orchids LLP								
Project:		Villa Orchids								
Description :		Painting work stage I & II done villas details								
Prepared By:		A Suresh								
Date :		19-08-2020								
Name of the Contractor :		S MAHESH								
A			A	B	C	D	E=AxBxC	F	G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total	Remarks
1	V.No 135	Stage I & II	1820.0	1.0	1.0	1.0	1820.0	Sft	1820.0	
2	V.No 64	Stage I & II	1940.0	1.0	1.0	1.0	1940.0	Sft	1940.0	

19 AUG 2020

Estimate Sheet							
Company Name:		Villa orchids LLP				Approved by:	
Project:		Villa Orchids				Sign:	
work description:		Painitng work done villas Details					
Prepared By :		A Suresh				work start date	01-08-2020
Contractor Name :		S MAHESH				work end date	18-08-2020
Date:		19-08-2020					
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	V.no 135	1820.0	Sft	18.0	32760.0		
2	V.no 64	1940.0	Sft	18.0	34920.0		
						67,680.00	
	Note : stage I & II work is @40% of the total rate (45 rs / sft -@35% = Rs :18.0						

APPROVED
19 AUG 2020
A. SURESH
PROJECT MANAGER

Nagalaxmi
20/08/2020