

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/10/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	N. Sharada	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Painting work		
Villa/flat/block no.	184,42,102,210 & 211.		
Request for payment date	21/09/2020	Request for payment amount – B	Rs. 1,28,954/-
GST on bills – C	Rs. 7,737/-	Total D = B + C	Rs. 1,36,691/-
Work done from	01/09/2020	Work done to	21/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	020	07/10/2020	Rs. 1,36,691/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 1,36,691/-
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. 1,36,691/-
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: <u>No work order for above bill. Please consider the bill for processing.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	07/10/2020	07/10/2020	07/10/2020

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/-

PAN NO. BDWPN0356G

© : 9912517701

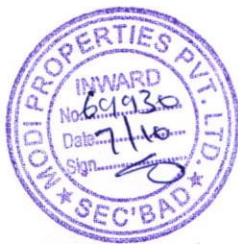
N. SHARADA PAINTS

Plot No. 83, Nehru Nagar, Jammigadda, Kushaiguda, Kapra, Hyderabad-500 062 Telangana

Invoice No.
020**INVOICE**

Date : 7/10/20

Name Villa Orchid 4pAddress GSTIN: 36AANFG4817C1Z4.

Sl. No.	Name of Product	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1.	Painting work done @ Villa Orchid 42, 102, 210 of 211	1.	L.S.	1,36,691	24
		TOTAL		1,36,691	24

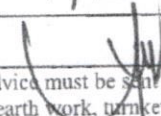
Rupees in words One lakh thirty six thousand
Six hundred and ninety one onlyTerms & Conditions :
Goods once sold will not be taken back.

For N. SHARADA PAINTS

Authorized Signature
Sharda

7158 to 7162

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

Sl. No. - site bills register		11090		Date - site bills Register		21/09/2020	
Company Name:		VOC CEP		Site:		VOC	
Name of Contractor		M. S. Sharda					
Nature of work		PAINTING WORK					
Work done		From Date		01/09/2020		To Date	
						21/09/2020	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	184	1585	1075	Sq ft	17,039		
2.	42	1940	11.25	"	21,825		
3.	102	1820	18.0	"	32,760		
4.	210	1820	15.75	"	28,665		
5.	211	1820	15.75	Sq ft	28,665		
6.							
7.							
8.							
9.							
10.							
11.	Total:				1,28,954		
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: 21/09/2020		Date: 25/09/2020		Date: 25 SEP 2020			
Sign: 		Sign: Nagalaxmi		Sign: SOHAM MOJI MANAGING DIRECTOR			

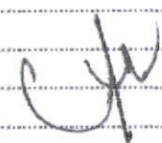
Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for measuring labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

APPROVED BY
21 SEP 2020
A. SURESH
PROJECT MANAGER

Measurement Sheet											
Company Name:		Villa Orchids LLP									
Project:		Villa Orchids									
Description :		painting work done villas details									
Prepared By:		A Suresh									
Date :		21-Sep-2020									
Name of the Contractor		N .Shardha									
A											
S No.	Item Head	Item Description	A	B	C	D	E=AxBxCxD	F	G=Sum of E	Item Head Total	Remarks
1	V.No 184	Final stage work	Length 1,940	Width 1	Height 1	Nos. 1	Quantity 1,940	Units Sft		1,940	
2	V.No 42	final stage work	1,940	1	1	1	1,940	Sft		1,940	
3	V.No 102	stage I & II	1,820	1	1	1	1,820	Sft		1,820	
4	V.No 210	stage III	1,820	1	1	1	1,820	Sft		1,820	
5	V.No 211	stage III	1,820	1	1	1	1,820	Sft		1,820	

(Signature)

APPROVED BY
21 SEP 2020
A. SURESH
PROJECT MANAGER

Estimate Sheet							
Company Name:		Villa orchids LLP					
Project:		Villa Orchids			Approved by:		
work description:		Main door polshing work done villas details			Sign:		
Prepared By :		A Suresh			work start date		1-Sep-2020
Contractor Name :		N Sharda			work end date		21-Sep-2020
Date:		21-Sep-2020					
S No.	Item Description	A Quantity	C Units	D=AxC Rate	E=Sum of D Amount	Item Head Total	Remarks
1	V.no 184	1,585	Sft	11	17,039		
2	V.no 42	1940	Sft	11	21,825		
3	V.no 102	1820	Sft	18	32,760		
4	V.no 210	1820	Sft	16	28,665		
5	V.no 211	1820	Sft	16	28,665		
						1,28,954	
							
							
Note : stage I & II work is @40% of the total rate (45/ sft -@ 40% = Rs :18.0) Stage III work is @ 35% of the total rate (45 /- @ Rs : 15.75) final Stgae (45 @ 25% - Rs : 11.25)							