PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	20/10/2020	Prepared by:	T.D. Murthy
WO no.	65941	WO date.	19/02/2020
Contractor Name	Karunakar Reddy	WO amount – A	Rs. 68,880/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	Roof Tiles		
Villa/flat/block no.	Amphi Theatre		
Request for payment date	25/09/2020	Request for payment amount – B	Rs. 47,396/-
GST on bills – C	Rs. 2,370/-	Total D = B + C	Rs. 49,766/-
Work done from	06/08/2020	Work done to	10/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	132	12/10/2020	Rs. 49,766/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 49,766/-
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. 49,766/-
Amount J – Difference A-B (should be nil)			Rs. 21,484/-
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. 34,440/-** ☐ No
Payment – due date	**24/10/2020**

Remarks: **Estimate and measurement sheet is attached.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	[signature]				
Date	20/10	20/10					

APPROVED
20 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

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. 132
Invoice Date : 12/10/2020

Details of Receiver / Billed to. Sllver oak Villas LLP

Address:

Buyer GST No.: 36ABRPS3288A2Z7 State Code

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs.	Ps.
	Roof tiles					
	Garbor roof tiles		578	82	47396	

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 7023
Date: 20/10/20
Sign: Neha

Total Amount	47396
Add CGST @ 2.5 %	1184.9
Add SGST @ 2.5 %	1184.9
Grand Total	49765.8

Rupees in words : forty nen thousand seven hundred sixty five 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**

V. Karunakar Reddy

Signature

ID: 7448

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

Sl. No. – site bills register	752	Date - site bills Register	16/9/2020.
Company Name:	SovLCP	Site:	Sov
Name of Contractor	Karunakar Reddy		
Nature of work	Gazebo Roof Tiling work in Amphitheater		
Work done	From Date 6/8/2020	To Date	10/9/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Gazebo Roof	578.00	82/-	Sft	47,396/-	
2.	tiling work					
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				47,396/-	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	65941	PO/WO date:	19/02/2020

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: APPROVED BY 16 SEP 2020	Date: 25/09/2020	Date: APPROVED BY 26 SEP 2020
Sign: K. PURSHOTHAM ASST. PROJECT MANAGER	Sign: Nagalaxmi	Sign: 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.

MEASUREMENT SHEET										
Company Name:		Silver oak Villas LLP				Approved by:				
Project:		Silver Oak Villas				Sign:				
Contractor Name		Karunakar Reddy								
Work Description:		Gazebo Roof Tiling Work in Amphi theater								
Prepared By		K.Purshotham								
Date:		16-09-2020								
			A	B	C	D	E	F	G=Sum of E
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	Gazebo Roof Tiling work	at Amphi Theater	68.00	1.00	8.50	1.00	578.00	Sft	578.00

ESTIMATE SHEET							
Company Name:		Silver oak Villas LLP			Approved by:		
Project:		Silver Oak Villas			Sign:		
Contractor Name		Karunakar Reddy					
Work Description:		Gazebo Roof Tiling Work in Amphi theater					
Prepared By		K.Purshotham					
Date:		16-09-2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Gazebo Roof Tiling work	at Amphi Theater	578.00	Sft	82.00	47,396.00	
						Total Amt:-	47,396.00
		Amount in Words:- Forty Seven Thousand Three Hundred and Ninety Six Only					

APPROVED BY
18 SEP 2020
K. PURSHOTHAM
ASST. PROJECT MANA...

Purchase Order

 19/02/2020 1:48:27 PM

65941
14 02.20 2.49.25

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			
Karunakar Reddy 8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc No**	65941	155430
	Doc Date	19-02-2020	
GSTIN 36AKGPR0150G1ZD NA	**Quote No**	Nil	
NA 9440407992	**Quote Date**	04-09-2019	
	SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9024 - Tiles - Roof Tiles - other - sft *9" x 16"*	800.00	82.00	0.00	5.00	68,880.00
					Total Order Value . . .	**68,880.00**
Rupees : Sixty Eight Thousand Eight Hundred Eighty Only.						

Terms and Conditions :-

Specification / Brand	Above item shall be of good quality Manglore tile size-1'2" x 9" and Ridge Tile sixe-1' 2"x1'0", The rates approved by our MD vide cir.no. 533(e) dtd. 28.2.13 and accepted by contractor.
Payment Terms	40% as advance and 60% after delivery of materials & completion of all works
Tax	All taxes are including in above prices
Delivery Date	Within 3 days
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	Nil
Advance Paid	Rs. 34,440/- vide cheque no., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Amphi Theatre purpose. Laying charges included in above price.
Completion Date	Work to be completed in 7 days. 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	

19/02/2020

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Karunakar Reddy*

Name : ____________

Name : ____________

Date : __/__/__

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	15-02-2020
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	155430
Material required before date:	17.02.20	ID No.	55571

No	Description	Size	Quantity	Units	Inward No	Date
1	Roof tiles	16"X9"	800	sft		
2						
3	65941					
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Amphi theater Gajibo Purpose.

Prepared By	G.chandra kanth	Approved by	
Sign.& Date	15.02.20	Sign. & Date	

APPROVED
1 9 FEB 2020
PARIKH
MANAGER PROCUREMENT

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