

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 23-11-20		Prepared by: T Bhasker	
PO/WO no. 71697		PO / WO Date. 30/10/20	
Supplier Name P. J. & Co.		PO/WO amount 23810	
Firm/Company NE		Project NH	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1517	5/11/20	23810
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23810
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	1517	5/11/20	84975 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits :Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			23810
Amount E – PO / WO value:			23810
Amount F – Difference (A – E): GST-18%			-
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☐ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☒ Yes – Rs. 23810 ☐ No	
Payment – due date		Adv chg paid	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	23-11-20		

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

(DUPLICATE FOR TRANSPORTER)



Purchase Order

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30-10-2020 11:19:32 AM

Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500006
G S T No. : 36AAHFN0766F1ZA



Supplier Details

Patel & Company
Malikarjuna Nagar, Malkajgiri

GSTIN 36AEJPP6112M1Z6

27050751

8143444221

Doc No	71697	175020
Doc Date	30-10-2020	
Quote No	Nil	
Quote Date	30-10-2020	
SupplyType	Supply	

Kind Attn : Mr.Praful

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7301 - Plumbing - sanitary - Gasket Saifan Set - NA - nos S1062136	9.00	4,725.00	52.55	18.00	23,810.17
Total Order Value . . .					23,810.17

Rupees : Twenty Three Thousand Eight Hundred Ten and Paise Seventeen Only.

Terms and Conditions :-

Specification / Brand All items shall be of 'Cera' brand,

Payment Terms 100% as advance

Tax GST included in above price.

Delivery Date Within 3 days

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172, 8297349480

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Rs...../-vide cheq.no..... dtd.....of Yes bank

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for 164D,163D,153D,170D,180D,183,184,185D purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For Nilgiri Estates

Authorised Signatory

Accepted the above Terms And Conditions

For Patel & Company

Name : _____

Name : _____

Date : __/__/__

Requisition Form - SANITARY

Company	Nilgiri Estates	Site & Phase	Nilgiri Estates-II
Req. no.	175020	Req. Date	19.10.2020
Material required before	Urgent	ID no.	60982
Prepared by:	Vijay	Approved by (sign):	
Villa no:	164(D), 163(D), 156(D), 153(D), 170(D), 180(D), 183(D), 184(D), 185(D)		

Type AA1 (Single) 1175 Sft Order value:

9

Villas

Type AA2 (Single) 1175 Sft Order value:

0

Villas

Type BB1 (Single) 915 Sft Order value:

0

Villas

Type BB2 (Single) 915 Sft Order value:

0

Villas

S No.	Item Description	Units	Qty required for Type AA1 (Single) 1175 Sft	Qty required for Type AA2 (Single) 1175 Sft	Qty required for Type BB1 (Single) 915 Sft	Qty required for Type BB2 (Single) 915 Sft	Type AA1 (Single) 1175 Sft villa requirement	Type AA2 (Single) 1175 Sft villa requirement	Type BB1 (Single) 915 Sft villa requirement	Type BB2 (Single) 915 Sft villa requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Wall Hang WC set (White)	Nos	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0		
2	Wash Basin (White)	Nos	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0		
3	Wash Basin pedestal 3/4 (White)	Nos	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0		
4	Wall Hang WC set (Off-White)	Nos	2.0	2.0	2.0	2.0	18	0	0	0	0	0	0		
5	Wash Basin (Off-White)	Nos	2.0	2.0	2.0	2.0	18	0	0	0	0	0	0		
6	Wash Basin pedestal 3/4 (Off-White)	Nos	2.0	2.0	2.0	2.0	18	0	0	0	0	0	0		
7	WC rack Bolt - SS	Set	2.0	2.0	2.0	1.0	18	0	0	0	0	0	0		
8	Wash Basin rack Bolt - SS	Set	2.0	2.0	2.0	2.0	18	0	0	0	0	0	0		
9	Flush tank (EWC) with fittings	Set	1.0	1.0	1.0	1.0	9	0	0	0	9	0	9		
10	Waste pipe	Nos	3.0	3.0	3.0	3.0	27	0	0	0	27	0	27		

