PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	02/12/2020	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.	64 & 224		
Request for payment date	04/11/2020	Request for payment amount – B	Rs. 1,01,520/-
GST on bills – C	Rs. 6,091/-	Total D = B + C	Rs. 1,07,611/-
Work done from	01/10/2020	Work done to	04/11/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	117	30/11/2020	Rs. 1,07,611/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,07,611/-
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)			-
Amount J – Difference A-B (should be nil)			Rs. 1,07,611/-
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	05/12/2020		
Remarks: **No work order for above bill. Please consider the bill for processing.**			

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 03 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	3/12						

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

Cell : 9291555696, 7396977594

TAX INVOICE

MAHESH PAINTING WORKS

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

~~GST : 36DFJPS[illegible]~~

INVOICE

GST No. : 36DFJPS1371P1ZP

Company Name : Villa Orchids

Invoice No. : 117

Address :

Invoice Date : 30/11/2020

Company GST : 36AANFG4817C1ZH

S.No.	Description	HSN Code	Qty.	Rate	Amount
1	Villa No 64	1940 sft	1	55,522.8	55,522.8
2	Villa No 224	1820 sft	1	52,088.4	52,088.4

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No. 1728
Date 02/12
Sign Neha

Taxable Value	1,07,611.2
SGST ....%	—
CGST ....%	—
IGST ....%	
Grand Total	1,07,611.2

Rupees in Words : one lakh seven thousand six hundred eleven rupees only

Terms & Conditions :

1.

2.

3.

S. Mahesh

Signature

Customer Signature

ID: 7274, 7295

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

Sl. No. – site bills register	1129	Date - site bills Register	04/11/2020
Company Name:	VOC UP	Site:	VOC
Name of Contractor	S. MAHESH		
Nature of work	PAINTING		
Work done	From Date 01/10/2020	To Date	04/11/2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	64	1940	27	Sft	52380	
2.	224	1820	27	Sft	49140/-	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				1,01,520/-	

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: 04/11/2020	Date: 04/11/2020	Date:
Sign:	Sign: Nagalaxmi	Sign:

5 NOV 2020

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for clearing 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
04 NOV 2020
A. SURESH
PROJECT MANAGER

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa Orchids								
Description :		Painintg work done villas details								
Prepared By:		A Suresh								
Date :		04-11-2020								
Name of the Contractor :		S Mahesh								
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
1	Villa no 64	Stage III& IV	1940.0	1.0	1.0	1.0	1940.0	Sft	1940.0	
2	Villa no 224	Stage III& IV	1820.0	11.0	1.0	1.0	1820.0	Sft	1820.0	

APPROVED BY

04 NOV 2020

A. SURESH

PROJECT MANAGER

Estimate Sheet							
Company Name:	Villa orchids LLP						
Project:	Villa orchids				workdone from date : 01-10-2020		
work description:	Painintg work done villas details				work done todate 04-11-2020		
Prepared By	A Suresh						
Contractor Name	S Mahesh				Approved by:		
Date:	04-11-2020				Sign:		
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 64	1940.0	Sft	27.00	52,380.00		
	Villa no 224	1820	Sft	27	49,140.00		
						1,01,520.00	
	Note : 1) @ RS : 45 Sft stage I & II work 40% of total amount is 42x 40% = RS : 18.0						
	2) @rs : 45 sft Stage III work 35&%of total amount is 45 x 35% = Rs : 15.75						
	3) @Rs : stage IV Work 25% total amount is 45 x 25% = Rs : 11.25						

APPROVED BY

A. SURESH