PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/12/2020	Prepared by:	T.D. Murthy
WO no.	71283	WO date.	15/10/2020
Contractor Name	N. Sharada Waterproof	WO amount – A	Rs. 58,860/-
Firm/Company	Vista Homes	Project name	Vista Homes
Nature of work	Waterproofing		
Villa/flat/block no.	E block west side driveway		
Request for payment date	11/11/2020	Request for payment amount – B	Rs. 57,600/-
GST on bills – C	-	Total D = B + C	Rs. 57,600/-
Work done from	12/11/2020	Work done to	18/11/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	015	04/12/2020	Rs. 57,600/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 57,600/-
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. 57,600/-
Amount J – Difference A-B (should be nil)			Rs. 1,260/-
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		12/12/2020	
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]					
Date	7/12/20	7/12					

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/-

GSTIN No. : 36BDWPN0356G1Z7
PAN No. : BDWPN0356G

Cell : 9010099995
9912517701

N. SHARADA WATER PROOF

PAN No. 83, Nehrunagar, Jammigadda, Kushaiguda, Kpara, Hyderabadf - 62.

Invoice No. 015

TAX INVOICE

State : TELANGANA

Date of Issue : 4/12/20

State Code : 36

Bill to Party

Name : Vista Homes

Address : Kushaiguda

Party GST No. 36AAGFV2068P1ZJ.

State : T.S.

State Code 36 Order No. : 7/283 Date : 15/10/20

Sl. No.	Name of Product	HSN Code	Qty.	Rate	Amount
1.	Water proofing work done at B block west side drive way.		3200 sft	18.00	57,600-00
				TOTAL	57,600-00
				SGST @	-
				CGST @	-
				IGST @	-
				G. TOTAL	57,600-00

MODI PROPERTIES PVT. LTD. ★SEC'BAD★
INWARD
No: 4991
Date: 07/12
Sign:

Bank Details :
Bank Name :
Account No.
Branch :
IFSC Code :

Total Invoice Amount (In Words) :- Fifty Seven thousand six hundred only

Terms & Conditions

The Goods received and accepted.

Common Seal

For N. Sharada Water Proof

Authorised Signatory

ID: 17946

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

Sl. No. – site bills register	1435	Date - site bills Register	11/11/20
Company Name:	VistaHomes	Site:	VistaHomes
Name of Contractor	N Saradha		
Nature of work			

Work done	From Date		To Date	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Towald	3200	18/-	sft/-	57,600/-	
2.	E block					
3.	west side					
4.	driveway					
5.	waterproofing					
6.	work done.					
7.						
8.						
9.						
10.						
11.	Total:				57,600/-	

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: 11/11/20	Date: 12/11/2020	Date: 13 NOV 2020
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY

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:		Vista Homes					Approved by:			
Project:		Vista Homes					Sign:			
Work Description:		E block west side slab waterproofing					Req no	99,872		
Prepared By		T.Madhu					WO NO	71,283		
Contractor Name		N Saradha								
Date:		11.11.2020								
			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	
	E block west side slab waterproofing									
1	Sunken slab waterproofing		100.00	8.00	1.00	1.00	800.00	sft		
			60.00	40.00	1.00	1.00	2400.00	sft		
									3200.00	

ESTIMATE SHEET							
Company Name:		Vista Homes			Approved by:		
Project:		Vista Homes			Sign:		
Work Description:		E block west side slab waterproofing				Req no	99,872
Prepared By		T.Madhu				WO NO	71,283
Contractor Name		N Saradha					
Date:		11.11.2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
	E block west side slab waterproofing						
1	Sunken slab waterproofing		3200.00	sft	18.00	57600.00	
	Grand Total :-						57600.00
	Amount in words:-Fifty seven thousand six hundred rupees only.						

Purchase Order

 16-10-2020 12:46:17

71283
10.10.20 12:33:38

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
N.Sharada Water Proof	**Doc No**	71283	99872
Plot no-83,Nehrunagar,Jammigadda,Kushaiguda,Kapra,Hyderabad-62	**Doc Date**	15-10-2020	
	Quote No	Nil	
GSTIN 36BDWPN0356G1Z7	**Quote Date**	12-02-2020	
9010099995 9912517701/9666866643	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Laxminarayana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3138 - Chemicals - Waterproofing - NA - sft	3,270.00	18.00	0.00	0.00	58,860.00
					Total Order Value . . .	**58,860.00**

Rupees : Fifty Eight Thousand Eight Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	Above rates approved by MD vide cir.no. 848(d) dtd. 25.3.2018 and accepted by contractor
Payment Terms	60% on complete supply of material, 20% on starting of work and bal. 20% after completion of all works.
Tax	Included GST@18%
Delivery Date	Within 4days.
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Included
Warranty	5 years against any leakage from date of completion of work
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for E block west side driveway landscape purpose.
Completion Date	Work shall be completed within 4 days from the date of the work order.
Measurment	Payment as per above quantity irrespective of actual measurements on site.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For *Vista Homes*
Authorised Signatory

Name : 17/10/2020

Accepted the above Terms And Conditions
For *N.Sharada Water Proof*

Name : ____________

Date : __/__/____

Estimate/Draft PO

 13-10-2020 15:51:08

Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Draft PO for Approval

Supplier Details

N.Sharada Water Proof
Plot no-83,Nehrunagar,Jammigadda,Kushaiguda,Kapra,Hyderabad-62

GSTIN 36BDWPN0356G1Z7
9010099995 9912517701/9666866643

Doc No	71283	99872
Doc Date	13-10-2020	
Quote No	Nil	
Quote Date	12-02-2020	
SupplyType	Supply And Installation	

Kind Attn : Mr. Laxminarayana

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Remarks	

APPROVED FOR CONSTRUCTION
14 OCT 2020
SOHAM MODI
MANAGING DIRECTOR

T.D. [illegible] 13/10/20

For *Vista Homes*
Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions
For *N.Sharada Water Proof*

Name : ______________ Name : ______________ Date : __/__/____