

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:		02/01/2021		Prepared by:		T.D. Murthy	
WO no.		72274		WO date.		21/11/2020	
Contractor Name		Karunakar Reddy		WO amount - A		Rs. 1,00,737/-	
Firm/Company		Serene Constructions LLP		Project name		Serene Farms	
Nature of work		Roof Tiles					
Villa/flat/block no.		3,4,5,27,29 & 42.					
Request for payment date		26/11/2020		Request for payment amount - B		Rs. 1,09,716/- ✓	
GST on bills - C		Rs. 5,486/- ✓		Total D = B + C		Rs. 1,15,202/- ✓	
Work done from		19/11/2020		Work done to		25/11/2020	
Sl. No		Bill No.		Bill date		Bill amount	
1.		138		29/12/2020		Rs. 1,15,202/- ✓	
2.		-		-		-	
3.		-		-		-	
4.		-		-		-	
Amount E - Bills total						Rs. 1,15,202/- ✓	
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. 1,15,202/- ✓					
Amount J - Difference A-B (should be nil)		Rs. -8,979/-					
Amount K - Difference D-E-F (should be nil)		-					
Quantity received as per WO				<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input checked="" type="checkbox"/> Short received <input type="checkbox"/> Explained below			
Difference between A & B acceptable				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)			
Excess / short material received				<input checked="" type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below),			
Close WO				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)			
Advance paid / PDC given (deduct when paying)				<input checked="" type="checkbox"/> Yes - Rs. 40,291/- <input type="checkbox"/> No			
Payment - due date				09/01/2021			
Remarks: Part bill received. Please check advance and release the balance payment.							
Approved by		Purchase Officer		Purchase Manager		Procurement Manager	
Sign:							
Date		21/11/21		21/11/21		05 JAN 2021	
				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/-

EP: 4440 to 4442

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

Sl. No. - site bills register		05		Date - site bills Register		26/11/2020	
Company Name:		Serene constructions LLP		Site:		Serene farms	
Name of Contractor		Karanakar Yeddy					
Nature of work		Roof tiles work					
Work done		From Date		To Date			
		19/11/2020		25/11/2020			
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa no - 3, 4, 5,	1338	82/-	SFT/SFT	1,09,716		
2.	27, 29, 42						
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				1,09,716/-		
Bill required		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.		GST bill required		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.	
Measurement & estimate sheet:		<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required		Measurement & estimate sheet:		<input checked="" type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed	
PO/WO no.		72274		PO/WO date:		21/11/2020	
Remarks : work completed.							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 26-11-20		Date: 27/11/2020		Date:			
Sign: <i>[Signature]</i>		Sign: <i>[Signature]</i>		Sign:			

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.

APPROVED BY
28 NOV 2020
SOHAM MODI
MANAGING DIRECTOR

QUOTE SHEET

Company Name:		Serene construction llp		Approved by:	
Project:		Serene Farms		Sign:	
Work Description:		roof tiles laying			
Prepared By		Syed golam sarwar			
Date:		26-11-2020			
contractor name		Karunakar reddy			
S No.	Item Head	Quantity	Units	Rate	Amount
1	villa no-3,4,5,27,29,42	1338.00	sft/ft	82.00	109,716.00
				TOTAL:	109,716.00

Purchase Order

Page(s) 1 Of 1

21-11-2020 12:18:50



72274

16.11.20 11:21:50

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

Doc No	72274	150422
Doc Date	21-11-2020	
Quote No	Nil	
Quote Date	04-09-2019	
SupplyType	Supply	

GSTIN 36AKGPR0150G1ZD NA
NA 9440407992

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"	1,170.00	82.00	0.00	5.00	100,737.00
Total Order Value . . .					100,737.00

Rupees : One Lakh(s) Seven Hundred Thirty Seven Only.

Terms and Conditions :-

- Specification / Brand** Above item shall be of good quality Manglore tile size-1'2" x 9" and Ridge Tile size-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** Serene Farms
Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503
Phone. . .
- Penalty For Delay** Bills must be submitted to H.O. within 30days of completion of work. 10% pty 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. 40,295/- vide cheque no., dtd.
- Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 50,27,29,42,3,4,5 & 30 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
- Measurement** 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**

=> Part Bill received for v.no:
3,4,5, 27,29,42 and Bal.
Bill of v.no: 50 of 30 to be
receivable. *aj*
21/11.

For **Serene Constructions LLP**

Authorised Signatory

Ki
21/11/2020

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Name : _____

Name : _____

Date : ___/___/___

Requisition Form

Company Name: serene constructions llp		Date: 18/11/20				
Site & Phase : Serene farms		Time: 14:30				
Supplier		Req. No. 150422				
Material required before date: asap		ID No. 61657				
No	Description	Size	Quantity	Units	Inward No	Date
1	roof tiles	std	1170	sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks: The above material is required for villa no-50,27,29,42,3,4,5,30						
Prepared By		syed golam sarwar		Approved by		
Sign.& Date		18.11.2020		Sign. & Date		

APPROVED BY
 19 NOV 2020
 SOHAM NIGDI
 MANAGING DIRECTOR

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

Serene farm wall cladding and roof tiles Estimation 18-11-20.xlsx

A) Wall cladding tiles estimation							
SI no	Villa no	SUBA	Units	Quantity of materials	Add 5% for wastage	Materials to be order	Remarks
1	1	1200 sft		800	40	840	
2	50	1200 sft		800	40	840	
3	30	1000 sft		680	34	714	
4	Club house repair			250	12.5	262.5	
	Total			2,530	127	2,657	
B) Roof tiles estimation							
SI no	Villa no	SUBA	Units	Quantity of materials	Add 5% for wastage	Materials to be order	Remarks
1	50	1200 sft		223	11.15	234.15	
2	27	1000 sft		223	11.15	234.15	
3	29	1000 sft		223	11.15	234.15	
4	42	1000 sft		223	11.15	234.15	
5	30	1000 sft		223	11.15	234.15	
	Total			1115	55.75	1170.75	

APPROVED BY
 19 NOV 2020
 SCHAUM FIC/CI
 MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 1

19-11-2020 11:25:25

Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**
5-4-187/374, II Floor, M.G. Road, Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Draft PO for Approval**Supplier Details**

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

Doc No	72274	150422
Doc Date	19-11-2020	
Quote No	Nil	
Quote Date	04-09-2019	
SupplyType	Supply	

GSTIN 36AKGPR0150G1ZD NA
NA 9440407992

Kind Attn : Mr. Karunakar Reddy

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- Delivery Location** Serene Farms
Sy no-44, Yenkepally Village, Chevella Mandal, RR. Dist-501 503
Phone. ..
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- Security** Supplier shall be responsible for security and storage of material at site at its risk and cost.
- Remarks**

T. D. K. Reddy
19/11/20

For **Serene Constructions LLP**
Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions
For **Karunakar Reddy**

Name : _____

Name : _____

Date : ___/___/___