PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	71748	PO / WO Date.	31/10/2020
Supplier Name	Sri Sai Rohith Marketing Company	PO/WO amount	Rs. 72,609/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	443	21/12/2020	Rs. 72,609/- ✓
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 72,609/- ✓

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	443	21/12/2020	-	☑ Yes □ No
2.	-	-	-	□ Yes □ No
3.	-	-	-	□ Yes □ No
4.	-	-	-	□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 72,609/- ✓
Amount E – PO / WO value:	Rs. 72,609/-
Amount F – Difference (A – E):	-
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. 36,305/- □ No
Payment – due date	**09/01/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	2/1/21	2/1					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

GSTIN NO. 36AMHPC9678H1ZM

TAX INVOICE

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

SRI SAI ROHIT MARKETING .CO

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

New Narsimha Nagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad-76. T.S. CELL: 98665 12288

TAX IS PAYABLE ON REVERSE CHARGE (YES/NO)

INVOICE NO: 443

INVOICE DATE: 21-12-20

TRANSPORTATION NAME: ...

VEHICLE NO: AP29W0533 L/R.NO: ...

DATE & TIME OF SUPPLY: ...

PLACE OF SUPPLY: ...

DETAILS OF RECEIVER (BILLED TO)

M/s Modi Properties PVT. LTD. 5-4-187/3&4, IInd Floor, M.G. Road, Sec-bad - 500003

STATE CODE GSTIN NO: 36AABCM4761E1ZM

DETAILS OF CONSIGNEE (SHIPPED TO)

-do-

P.O. No:- 71748

STATE CODE GSTIN NO:

S.No.	HSN CODE	THICKNESS	DISCRIPTION	NO. OF.PCS	QUANTITY IN.SQ.MTRS	RATE PER.SQ.MTR	Amount Rs.	Ps.
1	7610		Openable Door Frome 3'x8'4" →	3 nos	75.06 sm	390/-	29273	40
2	7610		Fixed Partitions 8'x4'4" →	2 nos	69.44 sm	270/-	18748	80
3	7610		Fixed Partitions 6'x8'4"	1 nos	50.04 sm	270/-	13510	80
					TOTAL BEFORE TAX		61533	00
					ADD:CGST	9%	5537	97
					ADD:SGST	9%	5537	97
					ADD:IGST			
					TAX AMOUNT GST			
					GRAND TOTAL		72608	94

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 72639
Date: 26/12
Sign:

BANK DETAILS: HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING.CO
A/C NO. 50200007478658 IFSC CODE: HDFC0000368

Rupees in Words...

1. Once goods sold will not be taken back
2. Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
3. Subject to Secunderabad juridiction only.
4. Our Responsibilty ceases sooner the goods leave our premises

E.&O.E

Receiver Stamp & Signature...

For SRI SAI ROHIT MARKETING.CO

Authorised Signature

Purchase Order

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71748
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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Sri Sai Rohith Marketing Company	**Doc No**	71748	16609
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	31-10-2020	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	31-10-2020	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2205 - Carpentry - windows - Al. Openable - other - sft *Al. door frame - 3'0 x 8'4"(2 1/2" x 2 1/2") - 03nos*	75.06	390.00	0.00	18.00	34,542.61
2	2187 - Carpentry - windows - Al. Fixed - other - sft *8'0 x 4'4"(1 1/2" x 2 1/2") - 02nos*	69.44	270.00	0.00	18.00	22,123.58
3	2187 - Carpentry - windows - Al. Fixed - other - sft *6'0 x 8'4"(1 1/2" x 2 1/2") - 01no*	50.04	270.00	0.00	18.00	15,942.74
					Total Order Value . . .	**72,608.94**

Rupees : Seventy Two Thousand Six Hundred Eight and Paise Ninty Four Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand. Frame - Black colour powder coating.
Payment Terms	50% as advance & balance 50% on delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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	1 year on workmanship.
Advance Paid	Rs. 36,305/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for H.O. - Meeting room 1,Toilet, CR dept. purpose.
Completion Date	Work to be completed in 2days. 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	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

31/10/2020

Name : ______

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	17-10-2020
Site & Phase :	HEAD OFFICE	Time:	3:00PM
Supplier		Req. No.	16609
Material required before date:	Urgent	ID No.	60929

No	Descriptioiln	Size	Quantity	Unibts	Inward No	Date
1	AL DOOR FRAME -BLACK COLOUR POWDER (2 ½" X 2 ½" AL FRAME) – MEETING ROM-1, TOILET,CR -1,2,3	3' 0" X8' 4"	03	NOS		
2	AL WINDOW FRAME FOR FIXIED GLASS - BLACK COLOUR POWDER COATED –(1 ½" X 2 ½" AL FRAME)- MEETING ROOM - 1	8'0" X 4'4"	02	NOS		
3	AL WINDOW FRAME FOR FIXED GLASS- BLACK COLOUR POWDER COATED – (1 ½" X2 ½" AL FRAME) AT MEETING ROOM - 1	6' X 8'4"	01	NOS		

APPROVED
-2 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Remarks :FOR NORTH WEST WING ELECTRICAL WORK PURPOSE.

Prepared By	Abinay.T	Approved by	
Sign.& Date	17- 10-2020	Sign. & Date	

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

Approval for making PO/WO/RO			Prepared by:	T.D.Murthy		Date:	22/10/2020	Sign:	
Company: Modi Properties PVT LTD			Site:	HO		Req. No:	16609	Req date:	17/10/2020
Rates / quotation comparison.				Vendor 1	Vendor 1	Vendor 2	Vendor 2	Vendor 3	Vendor 3
Vendor Name				M. Sudarshan		Sri Sai Rohith Marketing			
S No	Item	Qty	Units	Rate 1	Amount 1	Rate 2	Amount 2	Rate 3	Amount 3
1	Al. Open. door frame - 3'0 x 8'4" - 03 nos	75.06	sft	525.00	39,406.50	390.00	29,273.40	-	-
2	Al. Fixed - 8'0 x 4'4" - 02 nos	69.28	sft	375.00	25,980.00	270.00	18,705.60	-	-
3	Al. Fixed - 6'0 x 8'4" - 01 nos	49.98	sft	375.00	18,742.50	270.00	13,494.60	-	-
4		-	sft	-	-	390.00	-	-	-
5		-	sft	-	-	390.00	-	-	-
	Total	194.32			84,129.00		61,473.60		-
Payment terms:		50% payment advance and Balance 50% after delivery and completion of the work							
Taxes:		GST extra @18%							
Transportation & Other charges:		Included in above							
Approved rate / vendor for supply of material									
S No	Item	Qty	Units	Rate	Amount	Vendor			
1	Al. Open. door frame - 3'0 x 8'4" - 05 nos	75.06	sft	390.00	29,273.40	Sri Sai Rohith Marketing			
2	Al. Fixed - 8'0 x 4'4" - 02 nos	69.28	sft	270.00	18,705.60				
3	Al. Fixed - 6'0 x 8'4" - 01 nos	49.98	sft	270.00	13,494.60				
4		-	sft	-	-				
5		-	sft	-	-				
	Total	194.32			61,473.60				
Payment terms:		50% payment advance and Balance 50% after delivery and completion of the work							
Taxes:		GST extra @18%							
Transportation & Other charges:		Included in above							
Remarks:									
Approved by MD:									
Date:									
Note: Purchased manager is hereby authorized to issue this PO/RO/WO as per terms prescribed in Cir no 300(f)									