

PURCHASE DIVISION,
Advice for approval for credit to contractor

Written in long hand

Date:	02/01/2021	Prepared by:	T.D. Murthy
WO no.	61462/65533	WO date.	14/09/2019
Contractor Name	Karunakar Reddy	WO amount - A	Rs. 3,96,060/-
Firm/Company	Serene Constructions LLP	Project name	Serene Farms
Nature of work	Roof Tiles		
Villa/flat/block no.	8,9,10,11,12,13,14,15,38 & 21.		
Request for payment date	12/11/2020	Request for payment amount - B	Rs. 1,82,860/-
GST on bills - C	Rs. 9,143/-	Total D = B + C	Rs. 1,92,003/-
Work done from	05/11/2020	Work done to	12/11/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	136	24/12/2020	Rs. 1,92,003/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 1,92,003/-
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. 1,92,003/-
Amount J - Difference A-B (should be nil)			Rs. 2,13,200/-
Amount K - Difference D-E-F (should be nil)			-
Quantity received as per WO	☐ Yes ☐ Excess received ☒ Short received ☐ Explained below ☐ Yes ☐ No (explained below)		
Difference between A & B acceptable	☐ Yes ☒ No - wait for balance material ☐ No (explained below)		
Excess / short material received	☐ Approved - within acceptable limits ☐ No (explained below), ☐ Yes ☒ No - wait for balance material ☐ No (explained below)		
Close WO	☒ Yes - Rs. 1,58,000/- ☐ No		
Advance paid / PDC given (deduct when paying)	☒ Yes - Rs. 1,58,000/- ☐ 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 M.D.
Sign:			
Date	21/12	2/1	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/-



VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

Seller GST No. 36AKGPR0150G1ZD

State: Telangana State Code : 36.

Invoice No. 136

Invoice Date : 26/12/2020

Details of Receiver / Billed to. Serene Constructions LLP

Address: P.O. NO. 61462

Buyer GST No: 36 ACRS 7909 PIZV State..... Code.....

[illegible]

Rupees in words : one lakh nineteen thousand

Thousand Hundred one

Total Amount	182860
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Add CGST @ 2.5%	4571.5
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Add SGST @ 2.5%	4571.15
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Grand Total	1992003
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Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

V. ~~James~~ Reddy
Signature

Signature _____

TP: 4347 to 4385

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

Sl. No. - site bills register		8		Date - site bills Register		12-11-20	
Company Name:		Sera Construction LLP		Site:		Sera farm	
Name of Contractor		Kannan Kumar Reddy					
Nature of work		Roof Tiles					
Work done		From Date		05-11-20		To Date	
						12-11-20	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	8,9,10,11,12,13,14	1950	82	Sft	1,59,900		
2.	15,38,21						
3.		280	82	Sft	22960		
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				1,82,860		
Bill required		☒ YES ☐ NO.		GST bill required		☒ YES ☐ NO.	
Measurement & estimate sheet:		☒ Required ☐ Not required		Measurement & estimate sheet:		☒ Enclosed ☐ Not enclosed	
PO/WO no.		65533/61462		PO/WO date:		8/2/20 / 14/3/19	
Remarks : work complete							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 12-11-20		Date: 13/11/2020		Date: 13/11/2020			
Sign: S. J. S. S.		Sign: Nagalakshmi		Sign: [Signature]			

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
13/11/2020
SOHAM M.
MANAGING DIRECTOR

SUREMENT SHEET									
COMPANY NAME		SERENE CONSTRUCTION LLP				APPROVED BY			
PROJECT		SERENE FARMS				SIGN:			
WORK DISCRPTION		roof tiles laying							
PREPARED BY		SYED GOLAM SARWAR							
DATE		12-Nov-20							
CONTRACTOR NAME		karunakar reddy							
SL NO	ITEM HEAD	ITEM DISCRPTION	A	B	C	D	E=AxBxCxD	F	
1	roof tiles laying and fixing	fixing of roof tiles in villas-08,09,10,11,12,13,14,15,38,21	195	1	1	10	1950	1950	sft
2									
3									
4		fixing of ridge tiles in villas-08,09,10,11,12,13,14,15,38,21	28	1	1	10	280	280	ft
5									
6						total	2230	2230	sft/ft

Purchase Order

Page(s) 1 Of 1

14-09-2019 10:27:34



61462

09.09.19 4:25:50

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

Supplier Details

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

GSTIN 0

NA

NA

9440407992

Doc No	61462	150033
Doc Date	14-09-2019	
Quote No	Nil	
Quote Date	04-09-2019	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 9024 - Tiles - Roof Tiles - other - sft 9" x 16"	2,300.00	82.00	0.00	5.00	198,030.00
Total Order Value ...					198,030.00
Rupees : One Lakh(s) Ninty Eight Thousand Thirty Only.					

Terms and Conditions :-

Specification / Brand	Above item shall be of good quality Mangalore 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 30 days 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. 79,212/- vide cheque no., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 08,13,23,26,38,39,40,47 & 48 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	

⇒ 8,13,38 Villas work to be complete.

T.D. Muley 29/9/19

⇒ final bill received

For Serene Constructions LLP

Authorised Signatory

Name : _____

⇒ Part bill received and balance bill to be receivable

T.D. Muley 11/10/19

⇒ v.no. 8,13,23,38 Villas work is pending

T.D. Muley 29/9/19

Accepted the above Terms And Conditions

For Karunakar Reddy

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Serene construction llp		Date:		07-09-19		
Site & Phase:		Serene farm		Time:		17-30		
Supplier		Karunakar reddy ✓		Req. No.		150033		
Material required before date:			asap		ID No.			51526

No	Description	Size	Quantity	Units	Inward No	Date
1	ROOF TILES	1'2" X 9"	2300	SFT		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: THE ABOVE ROOF TILES REQUIRE FOR VILLA 08,13,23,26,38,39,40,47,48
TOTAL 10 NOS VILLA EACH VILLA 230SFT X 10 = 2300 SFT

Prepared By	SYED GOLAM SARWAR	Approved by	
Sign. & Date	07-09-19	Sign. & Date	

APPROVED BY

11 SEP 2019

SONAM MODI
MANAGING DIRECTOR

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

Purchase Order

Page(s) 1 Of 1

10-09-2019 11:47:00

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.

GSTIN 0

NA

NA

9440407992

Doc No	61462	150033
Doc Date	10-09-2019	
Quote No	Nil	
Quote Date	04-09-2019	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 9024 - Tiles - Roof Tiles - other - sft 9" x 16"	2,300.00	82.00	0.00	5.00	198,030.00
Rupees : One Lakh(s) Ninty Eight Thousand Thirty Only.					Total Order Value . . . 198,030.00

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. 79,212/- vide cheque no., dtd.
- Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 08,13,23,26,38,39,39,40,47 & 48 purpose. Laying charges included in above price.
Work to be completed in 7 days. Penalty of 5% of order value per week shall be levied for delay
- Completion Date** Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
- Measurment** Supplier shall be responsible for security and storage of material at site at its risk and cost.
- Security**
- Remarks**

For **Serene Constructions LLP**

Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Name : _____

Name : _____

Date : __/__/__

[illegible]

08/02/2020 1:01:57 PM

65533

01.02.20 11:15:37

Supplier Details

Doc No	65533	150171
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NA

9440407992

Doc Date	08-02-2020
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Quote No	Nit
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Quote Date	04-09-2019
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SupplyType	Supply
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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"	2,300.00	82.00	0.00	5.00	198,030.00
Total Order Value . . .						198,030.00
Rupees : One Lakh(s) Ninty Eight Thousand Thirty Only.						

Specification / Brand Above item shall be of good quality Mangalore 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
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Advance Paid Rs. 79,212/- vide cheque no., dtd.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 1,2,9,10,11,12,14,15,19 & 21 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

→ Villano: 19 works completed
- Bal. Villas work to be complete.

T.D. Nixey 26/4/20

2nd bit of Villano: 1 y 2 work is
Pending. af 10/10

For **Serene Constructions LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Date : __/__/__

Requisition Form

Company Name:		serene constructions llp		Date:		05.02.2020	
Site & Phase :		Serene farms		Time:		11.45	
Supplier				Req. No.		150171	
Material required before date:		10.02.2020		ID No.		55239	
No	Description	Size	Quantity	Units	Inward No	Date	
1	roof tiles	12"x9"	2300	sft			
2							
3							
4							
5							
6							
7							
8							
9							
10							

Remarks: The Above mentioned item is required for roof tiling work of villas-1,2,9,10,11,12,14,15,19,21

Prepared By: M.Mahesh

Sign & Date: 05.02.2020

Approved by: 

Sign & Date: 07 FEB 2019

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

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 1

07/02/2020 5:18:14 PM

Original / Office Copy / Purchase Div. Copy

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

Draft PO for Approval**Supplier Details**

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

GSTIN 36AKGPR0150G1ZD

NA

NA

9440407992

Doc No	65533	150171
Doc Date	07-02-2020	
Quote No	Nil	
Quote Date	04-09-2019	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

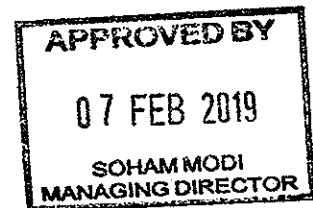
Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9024 - Tiles - Roof Tiles - other - sft 9" x 18"	2,300.00	82.00	0.00	5.00	198,030.00
Rupees : One Lakh(s) Ninty Eight Thousand Thirty Only.					Total Order Value . . . 198,030.00

Terms and Conditions :-

Specification / Brand	Above item shall be of good quality Mangalore tile size-12" 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. 79,212/- vide cheque no., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 1,2,9,10,11,12,14,15,19 & 21 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	

[Signature]
07/02/2020

For **Serene Constructions LLP**

Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Name : _____

Name : _____

Date : ____/____/____