PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	02/01/2021	Prepared by:	T.D. Murthy
WO no.	63088	WO date.	12/11/2020
Contractor Name	Abdul Aziz Ansari	WO amount – A	Rs. 1,04,816/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	False Ceiling		
Villa/flat/block no.	Apartment.		
Request for payment date	17/12/2020	Request for payment amount – B	Rs. 39,009/-
GST on bills – C	Rs. 7,021/-	Total D = B + C	Rs. 46,030/-
Work done from	10/10/2019	Work done to	10/12/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	003	30/12/2020	Rs. 46,030/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
			-
		Amount E - Bills total	Rs. 46,030/-
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. 46,030/-
Amount J – Difference A-B (should be nil)			Rs. 65,807/-
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		09/01/2021	

Remarks: **Estimate and measurement sheet is attached. Please check advance and release the balance payment.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 05 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	2/1/21	2/1					

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/-

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ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9908194281
9182242690

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkdecorators@gmail.com

Seller GST No.: 36AYAPA9482A2ZQ Pan No. AYAPA9482A Mode of Transport : Product Reference No. State : Telangana, State Code : 36	Invoice No. : 003 Invoice Date : 30/12/2020 Date of Supply : PO No. & Date : 68088.
Details of Receiver / Billed to : Name : Silver oak Villas LLP Address : Cherla Pally Buyer GSTIN 36ADBFS3288A2Z7 State .... Code	**Details of Delivery Address :** Name : .... Address : .... Buyer GSTIN .... State .... Code ....

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	Gypsum false ceiling		528.91	39.93	21,119.37
2	" "		448	39.93	17888.64

MODI PROPERTIES PVT. LTD. *SEC'BAD* INWARD No: 12498 Date: 30/12 Sign: Neha

Total Invoice Amount : (Inwords) fourty six thousand thirty only

Total Amount Before Tax	39,009
Add CGST @ 9 %	3510.81
Add SGST @ 9 %	3510.81
Add IGST @ .... %	
Total Amount GST	7021.62
Total Amount After Tax	46030.62
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made.

For ABDUL AZIZ

ID: 9724

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

Sl. No. – site bills register	857	Date - site bills Register	16/12/20
Company Name:	Sov LLP	Site:	Sov
Name of Contractor	Aziz		
Nature of work	fall ceiling		
Work done	From Date 10/10/19	To Date	10/12/20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Apt (991 A, B, C)	261.75	39.93	Sft	10,451.67	
2.	Apt (992, A, B, C)	267.19	39.93	Sft	10,668.89	
3.	Type (A1 3bhk) 19,35,					
4.	39,54,55,56,57,59,70,71,					
5.	76,85	135	39.93	Sft	5,390.55	
6.	Type (A2 3bhk)(A, 4bhk)					
7.	(A2 4bhk) 4,5,11,41,42					
8.	49,60,61,66,67,68,77,					
9.	80,81,90,95,38,21,24,					
10.	73,44,47,93	313	39.93	Sft	12,489.09	
11.	Total:				39009/-	

Bill required	✓YES ☐NO.	GST bill required	☐YES ☐NO.
Measurement & estimate sheet:	✓Required ☐Not required	Measurement & estimate sheet:	✓Enclosed ☐Not enclosed
PO/WO no.	~~[illegible]~~ 63088	PO/WO date:	12/11/19

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 17 DEC 2020	Date: 17/12/2020	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
Project Manager
K. Purshotham (S.O.V.LLP)

APPROVED BY
21 DEC 2020
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. The [illegible] of completing work. 2. This form can be used for [illegible] labour [illegible] 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						Approved by:			
Company Name:		Silver Oak Villas LLP				Sign:			
Project:		Silver Oak Villas							
Work Description:		Fall ceiling							
Contractor Name		Aziz							
Prepared By		G chandra kanth							
Date:		16-12-2020							
S No	Item Head	Item Description	Length	Width	Height	Nos	Quantity	Units	Item Head Total
1	Apartment (991 A,B,C)	Common Bathroom	10.00	4.00	1.00	3.00	120.00	Sft	120.00
		Master Bathroom	9.00	5.25	1.00	3.00	141.75	Sft	141.75
2	Apartment (992 A,B,C)	Common Bathroom	9.00	4.75	1.00	3.00	128.25	Sft	128.25
		Master Bathroom	9.75	4.75	1.00	3.00	138.94	Sft	138.94
		In Guest Bathroom							
3	Type A1 3Bhk	V no 19,35,39,54,55,56,57,59,70,74,76,85	7.50	1.50	1.00	12.00	135.00	Sft	135.00
		In Guest Bathroom							
4	Type A2 3Bhk	V no 4,5,11,41,42,49,60,61,66,67,68,77,80 81,90,95	4.00	1.50	1.00	16.00	96.00	Sft	96.00
		In Ground Floor Two Bathrooms							
5	Type A1 4Bhk	V no 38,21,24,73	7.00	4.00	1.00	4.00	112.00	Sft	
			7.00	1.50	1.00	4.00	42.00	Sft	154.00
6	Type A2 4Bhk	V no 44,47,93	7.00	1.50	1.00	3.00	31.50	Sft	
			7.00	1.50	1.00	3.00	31.50	Sft	63.00

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP					
Project		Silver Oak Villas					
Work Description:		Fall ceiling					
Name of the Contractor		Aziz					
Prepared By		G.chandra kanth					
Date:		16-12-2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Apartment (951 A,B,C)	Common Bathroom	120.00	sft	39.93	4,791.60	
		Master Bathroom	141.75	sft	39.93	5,660.08	
2	Apartment (992 A,B,C)	Common Bathroom	128.25	sft	39.93	5,121.02	
		Master Bathroom	138.94	sft	39.93	5,547.77	
3	Type A1 3Bhk	V no 19,35,39,54,55,56,57,59,70,74,76,85	135.00	sft	39.93	5,390.55	
4	Type A2 3Bhk	V no 4,5,11,41,42,49,60,61,66,67,68,77,80 81,90,95	96.00	sft	39.93	3,833.28	
5	Type A1 4Bhk	V no 38,21,24,73	154.00	sft	39.93	6,149.22	
6	Type A2 4Bhk	V no 44,47,93	63.00	sft	39.93	2,515.59	
							39009.11
		Amt in Words:- Thirty Nine Thousand Nine Rupees Only					

APPROVED BY

17 DEC 2020

Project Manager
K. Purshotham (S.O.V.LLP)

Purchase Order

-Duplicate-

 31-12-2020 16:27:38

Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Mr. Abdul Aziz Ansari
Borabanda, Hyderabad.

GSTIN 36AYAPA9482A2ZQ

9908194281

Doc No	63088	155136
Doc Date	12-11-2019	
Quote No	Nil	
Quote Date	09-11-2019	
SupplyType	Supply And Installation	

Kind Attn : Mr. Abdul Aziz Ansari

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *Plain Gypsum False Ceiling for aparment 2-101,201,301 bathrooms*	270.00	39.93	0.00	0.00	10,781.10
2	6022 - Miscellaneous - False Ceiling - NA - sft *Plain Gypsum False Ceiling for apartment 3-102,202,302*	435.00	39.93	0.00	0.00	17,369.55
3	6022 - Miscellaneous - False Ceiling - NA - sft *Plain Gypsum False Ceiling for 4BHK 8 Villas*	640.00	39.93	0.00	0.00	25,555.20
4	6022 - Miscellaneous - False Ceiling - NA - sft *Plain Gypsum False Ceiling for 3BHK 32 Villas*	1,280.00	39.93	0.00	0.00	51,110.40
					Total Order Value . . .	**104,816.25**

Rupees : One Lakh(s) Four Thousand Eight Hundred Sixteen and Paise Twenty Five Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(D) dtd. 31.07.18 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	60% on delivery of all materials, 20% on starting of work and bal. after completion of all works.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Bills must be submitted to H.O. within 30 days 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	One year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for apartment 101,201,301,apartment 3 102,202,302,4bhk 8 villas,3 bhk 32 villas bathroom false ceiling work pupose.
Completion Date	Work to be completed in 4days. 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	

Original office Copy misplaced.
please give "NOC" for Bill Clearance.
31/12/20

For *Silver Oak Villas LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Mr. Abdul Aziz Ansari*

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	06.11.19
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier	Aziz	Req. No.	155136
Material required before date:	07.11.19	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Aptment 2 Bathrooms Fallceiling 101,201,301	90Sft	3	Nos		
2	Aptment 3 Bathrooms Fallceiling 102,202,302	145Sft	3	Nos		
3	4BHK 8 Villas 2 Bathrooms Fallceiling	80Sft	8	Nos		
4	3BHK 32 Villas 1 Bathroom Fallceiling	40Sft	32	Nos		
5						
6						
7						
8						
9						
10						

Remarks: -To Cover Plumbing Lines in Bathrooms.

Prepared By	G. Chandra kanth	Approved by	
Sign.& Date	06.11.19	Sign. & Date	

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

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -

Prepared By	K.PURSHOTHAM	Approved by	
Sign.& Date	24.03.17	Sign. & Date	

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