PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	08/01/2021	Prepared by:	T.D. Murthy
WO no.	73108	WO date.	18/12/2020
Contractor Name	Mr. M. Sudarshan	WO amount – A	Rs. 21,311/-
Firm/Company	Nilgiri Estates	Project name	Nilgiri Estates
Nature of work	Fixed windows		
Villa/flat/block no.	180D,183D & 185D.		
Request for payment date	29/12/2020	Request for payment amount – B	Rs. 18,060/-
GST on bills – C	Rs. 3,251/-	Total D = B + C	Rs. 21,311/-
Work done from	21/12/2020	Work done to	23/12/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	140	29/12/2020	Rs. 21,311/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
			-
		Amount E - Bills total	Rs. 21,311/-
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. 21,311/-
Amount J – Difference A-B (should be nil)			Rs. 3,251/-
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:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 08 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	8/1/21	8/1/21					

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/-

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Nilgiri Estates
5-4-187/3&4 II Floor M.G Road Sec-bad
GST No 36 AAHF N0766 F1ZA

Bill No. 141 Date : 29-12-20
D.C No. Date :
Order No. 73108 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Alumenum powder coating Fixed Frames with 4mm plain glass 2'-0 x 7'-0 x 6Nos			SFT 84-0	215=00	18060	00

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No: 13073 Date: 08/01 Sign:

Rupees In Words : Twenty one thousand three hundred and Ten and Eighty Paisa only

SUB TOTAL		18060	00
SGST %		1625	40
CGST %		1625	40
IGST %			
GRAND TOTAL		21310	80

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

FOI 10295 to 10295

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

Sl. No. – site bills register	1196	Date - site bills Register	29-12-20
Company Name:	NE	Site:	NE
Name of Contractor	Sudarshan		
Nature of work	Al windows		
Work done	From Date 20-12-20	To Date	21-12-20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	V.NO 180(D)					
2.	185(D),185(D)	84	2151/-	Sft	180601/-	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:	–	–	–	180601/-	

Bill required	~~☐ YES~~ ☐ NO.	GST bill required	~~☐ YES~~ ☐ NO.
Measurement & estimate sheet:	~~☐ Required~~ ☐ Not required	Measurement & estimate sheet:	~~☐ Enclosed~~ ☐ Not enclosed
PO/WO no.	73108	PO/WO date:	18-12-20

Remarks : work completed.

Approved by Project Manager	Approved by Design Team	Approved by MD
Date: 29-12-20	Date: 29/12/2020	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
29 DEC 2020
MANAGING DIRECTOR

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:		Nilgiri Estates								
Project Name:		Nilgiri Estate								
Work Description:		Alluminium sliding windows					Approved By:	Anil		
Contractor:		M Sudharshan								
Prepared By:		Anil								
Date:		29.12.20								
S No.	Item Head	Item Description	A Length	B Width	C Height	D No's	E=AxBxCxD Quantity	F Units	G=Sum of E Item Head Total	
1	V.No:180(D), 183(D), 185(D)	Alluminium windows	2.0	1.0	7.0	6.0	84.00	Sft		

ESTIMATE SHEET							
Company Name:		Nilgiri Estates					
Project Name:		Nilgiri Estate					
Work Description:		Alluminium sliding windows				Approved By:	Anil
Contractor:		M Sudharshan					
Prepared By:		Anil					
Date:		29.12.20					
S No.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Item Head Total**
1	V.No:180(D), 183(D), 185(D)	Alluminium windows	84.00	Sft	215.00	18,060.00	

Certified by:

Project Manager
Nilgiri Estates

 18-12-2020 14:36:04

Purchase Order

73108
16.12.20 11:40:30

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Mr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	73108	175088
Doc Date	18-12-2020	
Quote No	Nil	
Quote Date	02-06-2020	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2187 - Carpentry - windows - Al. Fixed - other - sft *23.50" x 83.50" - 06 nos*	84.00	215.00	0.00	18.00	21,310.80
	Rupees : Twenty One Thousand Three Hundred Ten and Paise Eighty Only.				**Total Order Value . . .**	**21,310.80**

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 180D,183D & 185D.
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 *Nilgiri Estates*
Authorised Signatory

Name : 18/12/2020

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ____________

Date : __/__/____

Company	Nilgiri Estates	Site & Phase	Nilgiri Estate-II
Req. no.	175088	Req. Date	16.12.2020
Material required before	urgent	ID no.	62335
Prepared by:	Vijay	Approved by (sign):	
Villa no:	180(D),183(D), 185(D)		

Type AA1 (Single) 1175 Sft Order value:	4	Villas
Type AA2 (Single) 1175 Sft Order value:	2	Villas
Type BB1 (Single) 915 Sft Order value:	0	Villas
Type BB2 (Single) 915 Sft Order value:	0	Villas

S No.	Item Description	Units	Qty required for Type AA1 (Single) 1175 Sft	Qty required for Type AA2 (Single)1175 Sft	Qty required forType BB1 (Single) 915 Sft	Qty required forType BB2 (Single) 915 Sft	Type AA1(Single) 1175 Sft villa requirement	Type AA2(Single) 1175 Sft villa requirement	Type BB1 (Single) 915 Sft villa requirement	Type BB1 (Single) 915 Sft villa requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Sliding Windows (6'x4')	nos	3.0	2.0	3.0	3.0	12.0	4.0	-	-	16.0	16	0		
2	Sliding Windows (4'x4') ✗	nos	0.0	0.0	0.0	0.0	0.0	-	-	-	-	0	✗ 0		
3	Sliding Windows (3'x3'6")	nos	1.0	0.0	0.0	0.0	4.0	-	-	-	4.0	4	0		
4	Sliding Windows (4'x3'6")	nos	0.0	1.0	1.0	1.0	0.0	2.0	-	-	2.0	2	0		
5	Sliding Windows (3'x4')	nos	1.0	2.0	2.0	1.0	4.0	4.0	-	-	8.0	8	0		
6	Fixed Windows (2'x4')	nos	2.0	3.0	1.0	2.0	8.0	6.0	-	-	14.0	14	0		
7	Top hang ventilator (2'x2')	nos	2.0	2.0	2.0	2.0	8.0	4.0	-	-	12.0	12	0		
8	Fixed Windows (2'x7') ✗✓	nos	1.0	1.0	0.0	0.0	4.0	2.0	-	-	6.0	0	✗ 6	✓	
9	Lowers (2'x4')	nos	1.0	1.0	1.0	1.0	4.0	2.0	-	-	6.0	6	0		
	Total:		11	12	10	10	44	24	-	-	68	62	6		

73096 cancelled

73108

APPROVED
18 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT