

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/3/21	Prepared by:	NEHA
PO/WO no.	75215	PO / WO Date.	25/5/21
Supplier Name	Alaveen Metal casting	PO/WO amount	26,054/-
Firm/Company	MCMET	Project	Manilal Modi Memorial Hospital
Sl. No.	Bill No.	Bill Date	Bill amount
1	313	27/2/21	26054/-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges): 26,054/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89537	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B -Other Credits : Transportation charges

Amount C -Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier: 26,054/-

Amount E - PO / WO value: 26,054/-

Amount F - Difference (A - E): GST-18%

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. /- ☒ No
Payment - due date	20/3/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:							
Date	15/3/21	15/3					

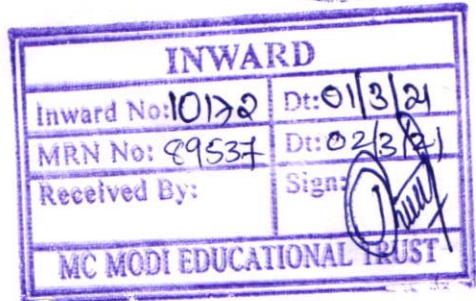
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. <u>MC MODI EDUCATIONAL TRUST</u>	Invoice No. : 313	Date : <u>27/02/21</u>
<u>M. G. ROAD,</u>	P. O. No. & Date : <u>75215</u>	
<u>SECUNDERABAD</u>	D. C. No. :	Date :
Phone _____ Fax _____	Desp. Through : <u>TS-10-UB-8387</u>	
GST No. <u>36AAATM5488@2Z0</u>		

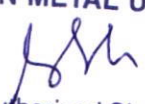
HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7208	Sheets	3 Nos.	₹ 7360/- each	22,080 = w
 				
SUB TOTAL				22080 = 00
				-
SGST @ 9 %				1987 = w
CGST @ 9 %				1987 = v
IGST @				-
G. TOTAL				26054 = 00

BANK : UNITED BANK OF INDIA Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : UTBioSEC813

Rupees Twenty Six thousand and fifty four &

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

 Authorised Signatory

Purchase Order

Page(s) 1 Of 1

25-02-2021 12:06:17

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75215

25.02.21 10:26:00

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details

Naveen Metal Udyog
4-5-155, Pan Bazar, Sec-bad-03.

GSTIN 36AGOPD8982C1Z4 27712497.
66382026. 9246297667

Doc No	75215	162089
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	08-01-2020	
SupplyType	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8087 - Steel - other - MS Sheet - NA - sft 8' x 4' x 4mm thick - 03 sheets	96.00	230.00	0.00	18.00	26,054.40
Total Order Value . . .					26,054.40

Rupees : Twenty Six Thousand Fifty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand Items shall be of 1st quality.

Payment Terms Within 7days of delivery of all materials & Production of bill

Tax Inclusive of all taxes

Delivery Date Next day.

Delivery Location Manilal Modi Memorial Hospital

Phone.

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for civil work purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **MC Modi Educational Trust**

Authorised Signatory

Name :



Accepted the above Terms And Conditions

For **Naveen Metal Udyog**

Name :

Date : __/__/__

Requisition Form

Company Name:		MCMET		Date:		24.02.2021	
Site & Phase :		Manilal Modi Memorial Hospital		Time:		10:30AM	
Supplier				Req. No.		162089	
Material required before date:		26.02.2021		ID No.		64338	

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Sheets	8'x4'	03			
2						
3						
4						
5						
6						
7						
8						
9						
10						

75215

APPROVED

26 FEB 2021

MANILAL MODI MEMORIAL HOSPITAL

Remarks: Towards Civil work Purpose.

Prepared By	Pushpalatha	Approved by	T.Madhu
Sign.& Date	24.02.2021	Sign. & Date	24.02.2021

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