PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	11/03/2021	Prepared by:	T.D. Murthy
WO no.	71372	WO date.	17/10/2020
Contractor Name	V. Anand	WO amount – A	Rs. 29,205/-
Firm/Company	Vista Homes	Project name	Vista Homes
Nature of work	Furniture work		
Villa/flat/block no.	C- 208		
Request for payment date	23/12/2020	Request for payment amount – B	Rs. 24,750/-
GST on bills – C	Rs. /-	Total D = B + C	Rs. 24,750/-
Work done from	-	Work done to	-
Sl. No	Bill No.	Bill date	Bill amount
1.	495	14/01/2021	Rs. 11,298/-
2.	494	14/01/2021	Rs. 6,490/-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 17,788/-
Amount F - Voucher payment amount F (D-E) – 40% labour charges, 40% allowance for consumables and 20% transport charges – or as per guidelines			Rs. 6,962/-
Amount G - Other Credits :			-
Amount H - Other Debits :			-
Amount I - to be credited to the contractor (E+F+G-H)			Rs. 24,750/-
Amount J – Difference A-B (should be nil)			Rs. 4,455/-
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. 14,603/-** ☐ No		
Payment – due date	**13/03/2021**		
Remarks: **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]					
Date	11/3/21	11/3/21					

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/-

Allowance of Labour Charges

Mr. V. Anand, Carpenter,
Hyderabad.

Date: 11/03/2021

In favour of: Vista Homes,
Project/Site: Vista Homes,
Location: Kushaiguda.

Type of Work: Laying of Furniture work
Towards: Allowance for Labour Charges

Sl.No	Description	Amount in Rs.
01	Towards allowance for Labour Charges for Furniture work for Flat no. C- 208 at Vista Homes, Located at Kushaiguda site. Work done by Mr. V. Anand. From date: , To date: .	2,785-00

Amount in words: Rupees Two thousand seven hundred and eighty five only.

Signature:__________________

Allowance of Equipment Charges

Mr. V. Anand, Carpenter,
Hyderabad.

Date: 11/03/2021

In favour of: Vista Homes,
Project/Site: Vista Homes,
Location: Kushaiguda.

Type of Work: Laying of Furniture work
Towards: Allowance for Equipment Charges

Sl.No	Description	Amount in Rs.
01	Towards allowance for Equipment Charges for Furniture work for Flat no. C- 208 at Vista Homes, Located at Kushaiguda site. Work done by Mr. V. Anand. From date: , To date: .	2,785-00

Amount in words: Rupees Two thousand seven hundred and eighty five only.

Signature......................................

Allowance of Consumable Charges

Mr. V. Anand, Carpenter,
Hyderabad.

Date: 11/03/2021

In favour of: Vista Homes,
Project/Site: Vista Homes,
Location: Kushaiguda.

Type of Work: Laying of Furniture work
Towards: Allowance for Consumable Charges

Sl.No	Description	Amount in Rs.
01	Towards allowance for Consumable Charges for Furniture work for Flat no. C- 208 at Vista Homes, Located at Kushaiguda site. Work done by Mr. V. Anand. From date: , To date: .	1,392-00

Amount in words: Rupees Thirteen thousand three hundred and ninty two only.

Signature.....................................

cash **TAX INVOICE**

ORIGINAL
: 040-27147810
✆ : 9494481312
: 9000454764

AAIMATA Plywood & Hardware

Sy. No. 309 & 304/1, Near Vijaya Hospital, S.V. Nagar, Nagaram, Hyderabad - 500 083.

Invoice No. : 2020-21/ 495	Vehicle No. :
Invoice Date : 14/01/2020	Date of Supply :
Reverse Charge :	Place of Supply :
State Code : **Telangana - 36**	Transportation Mode:
DETAILS OF CONSIGNEE SHIPPED TO :	**DETAILS OF RECEIVER BILLED TO :**
Name : Vista Homes	Name :
Address :	Address :
GSTIN : 36AAGFV2068P1ZJ	GSTIN :
State : T.S. Code : 36	State : Code :

S.No.	DESCRIPTION	HSN/SAC CODE	QTY.	RATE	TAXABLE VALUE
1	18mm 2.0×1.2 Wire -		5nos	1280/-	6400=00
2	9mm 2.4×1.2 Glory		6nos	529/-	3124=00
					9524

MODI PROPERTIES INWARD No. 75360 Date 11/3/21 Sign Neelu

Rupees in words Eleven Thousand Two Hundred Ninty Eight only	TOTAL INVOICE VALUE	9524=00
	CGST % 9%	861.66
	SGST % 9%	861.66
BANK DETAILS	IGST %	
Bank Name : ICIC BANK **Account No. : 131805500522** **IFSC Code : ICIC0001318**	TOTAL AMOUNT	11298=

GST No. : 36AIBPC0614M1ZN

Goods once sold will not be taken back or exchanged
We are not responsible for any damage
Subject to Hyderabad Jurisdiction

For **AAIMATA** *Plywood & Hardware*

cash **TAX INVOICE**

ORIGINAL
: 040-27147810
✆ : 9494481312
: 9000454764

AAIMATA Plywood & Hardware

Sy. No. 309 & 304/1, Near Vijaya Hospital, S.V. Nagar, Nagaram, Hyderabad - 500 083.

Invoice No. : 2020-21/ 494	Vehicle No. :
Invoice Date : 14/01/2021	Date of Supply :
Reverse Charge :	Place of Supply :
State Code : **Telangana - 36**	Transportation Mode:
DETAILS OF CONSIGNEE SHIPPED TO :	**DETAILS OF RECEIVER BILLED TO :**
Name : Vista Homes	Name :
Address :	Address :
GSTIN : 36AAGFV2068P1ZJ.	GSTIN :
State : T.S. Code : 36	State : Code :

S.No.	DESCRIPTION	HSN/SAC CODE	QTY.	RATE	TAXABLE VALUE
1	30mm 7ft x 2ft wire door		5 nos	785/-	3925=00
2	10x3 drum —		5 nos	200/-	1000=00
3	4x14 stand —		15 nos	35/-	525=00
					5500

INWARD No: 75359 Date: 11/3/21 MODI PROPERTIES PVT. LTD. SEC'BAD

Rupees in words: Six thousand four hundred ninety Rupees only

TOTAL INVOICE VALUE	5500=00
CGST % 9%	495=00
SGST % 9%	495=00
IGST %	
TOTAL AMOUNT	6490/-

BANK DETAILS

Bank Name : ICIC BANK
Account No. : 131805500522
IFSC Code : ICIC0001318

GST No. : 36AIBPC0614M1ZN

Goods once sold will not be taken back or exchanged
We are not responsible for any damage
Subject to Hyderabad Jurisdiction

For **AAIMATA Plywood & Hardware**

ID: 18084

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

Sl. No. – site bills register		1461		Date - site bills Register		23/12/20	
Company Name:		Vistahomes		Site:		Vistahomes	
Name of Contractor		V. Anand					
Nature of work		Furniture work.					
Work done		From Date			To Date		
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount		Contractors bill no
1.	Towards	01	24750/-	No's	24,750/-		
2.	C block						
3.	208 flat						
4.	furniture						
5.	Work done.						
6.							
7.							
8.							
9.							
10.							
11.	Total:				24,750/-		
Bill required		☑ YES ☐ NO.		GST bill required		☑ YES ☐ NO.	
Measurement & estimate sheet:		☑ Required ☐ Not required		Measurement & estimate sheet:		☑ Enclosed ☐ Not enclosed	
PO/WO no.				PO/WO date:			

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 23/12/20	Date: 23/12/2020	Date: APPROVED BY 23 DEC 2020
Sign:	Sign: Nagalaxmi.	Sign: SOHAM MODI 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:		**Vista Homes**				**Approved by:**			
Project:		**Vista Homes**				**Sign:**			
Work Description:		**C-208**					**Req No: 99896**		
Contractor Name:		**V Anand**					**W.O No:71372**		
Prepared By		**T.Madhu**							
Date:		**23.12.2020**							
			A	**B**	**C**	**D**	**E=AxBxCxD**	**F**	**G=Sum of E**
S No.	**Item Head**	**Item Description**	**Length**	**Width**	**Height**	**Nos.**	**Quantity**	**Units**	**Item Head Total**
	C-208								
1	Kitchen Cabinet	7'0"x3'0"	7.00	3.00	1.00	1.00	21.00	Nos	
2	Dining Table	4'0"x2'6"	4.00	2.50	1.00	1.00	10.00	Nos	
3	TV cabinet	4'0"x6'0"	6.00	4.00	1.00	1.00	24.00	Nos	

ESTIMATE SHEET:							
Company Name:		**Vista Homes**			**Approved by:**		
Project:		**Vista Homes**			**Sign:**		
Work Description:		**C-208**					**Req No: 99896**
Contractor Name:		**V Anand**					**W.O No:71372**
Prepared By		**T.Madhu**					
Date:		**23.12.2020**					
S No.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Item Head Total**
	G 201,301,302,308,309						
1	Kitchen Cabinet	7'0"x3'0"	21.00	Nos	500.00	10,500.00	
						-	
2	Dining Table	4'0"x2'6"	10.00	Nos	225.00	2,250.00	
						-	
3	TV cabinet	4'0"x6'0"	24.00	Nos	500.00	12,000.00	
						-	
	Grand total:-						**24,750.00**
	Amount in words:-twenty four thousand seven hundred and fifty rupees only						

Purchase Order

 17-10-2020 14:39:28

71372
10.10.20 12:35:31

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
V. Anand #4-20/2, B.N. Reddy colony, Cherlapally.	**Doc No**	71372	99896
	Doc Date	17-10-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	16-09-2019	
9908606185	**SupplyType**	Supply And Installation	

Kind Attn : Mr. V. Anand

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	5570 - Furniture - Kitchen Cabinet Fabrication - NA - sft *For Storage - 7'0 x 3'0 - 01 no*	21.00	500.00	0.00	18.00	12,390.00
2	5532 - Furniture - TV Unit - NA - nos *4'0 x 6'0 - 01 no*	24.00	500.00	0.00	18.00	14,160.00
3	5503 - Furniture - Dining Table - NA - nos *4'0 x 2'6" - 01 no - in sft*	10.00	225.00	0.00	18.00	2,655.00
					Total Order Value . . .	**29,205.00**

Rupees : Twenty Nine Thousand Two Hundred Five Only.

Terms and Conditions :-

Specification / Brand	As per approved drawing, design & Circular no. 855(a), dtd. 02/03/2016.
Payment Terms	50% as advance & balance 50% after completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Included in above price
Warranty	Nil
Advance Paid	Rs. 14,603/- advance vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C- 208 flat purpose.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes*
Authorised Signatory

Name : 17/10/2020

Accepted the above Terms And Conditions
For *V. Anand*

Name :

Date : __/__/____

-Requisition Form

Company Name:	Vista Homes	Date:	15.10.2020
Site & Phase :	Vista Homes	Time:	14:40
Supplier:		Req. No.	99896
Material required before date:	17.10.20	ID No.	60787

No	Description	Size	Quantity	Units	Inward No	Date
1	**Furniture TV unit**	4' x 6'	1	No's		
2	Furniture Dinning table	4' x 2'6"	1	No's		
3	Furniture Kitchen Cabinet Storage 71372	7' x 3'	1	No's		
4						
5	(Issue Work order for V.Anand)					
6						
7						
8						
9						
10						
11						

Remarks: For C-208 Flat furniture Purpose.

Prepared By	T.Madhu	Approved by	APPROVED BY 16 OCT 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	15.10.20	Sign. & Date	

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

Estimate/Draft PO

 16-10-2020 14:26:51 Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Draft PO for Approval

Supplier Details			
V. Anand	**Doc No**	71372	99896
#4-20/2, B.N. Reddy colony, Cherlapally.	**Doc Date**	16-10-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	16-09-2019	
9908606185	**SupplyType**	Supply And Installation	

Kind Attn : Mr. V. Anand

Estimate/Draft PO for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**IGST**	**Amount**
1	5570 - Furniture - Kitchen Cabinet Fabrication - NA - sft *For Storage - 7'0 x 3'0 - 01 no*	21.00	500.00	0.00	18.00	12,390.00
2	5532 - Furniture - TV Unit - NA - nos *4'0 x 6'0 - 01 no*	24.00	500.00	0.00	18.00	14,160.00
3	5503 - Furniture - Dining Table - NA - nos *4'0 x 2'6" - 01 no - in sft*	10.00	225.00	0.00	18.00	2,655.00
					Total Order Value . . .	**29,205.00**

Rupees : Twenty Nine Thousand Two Hundred Five Only.

Terms and Conditions :-

Specification / Brand	As per approved drawing, design & Circular no. 855(a), dtd. 02/03/2016.
Payment Terms	50% as advance & balance 50% after completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Included in above price
Warranty	Nil
Advance Paid	Rs. 14,603/- advance vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C- 208 flat purpose.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
16 OCT 2020
SOHAM MODI
MANAGING DIRECTOR

T.D. [signature]
16/10/20

For *Vista Homes*
Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions
For *V. Anand*

Name : ____________

Name : ____________

Date : __/__/____