

PURCHASE DIVISION,
Advice for approval for credit to contractor

Charge INSE

Date:	16/03/2021	Prepared by:	T.D. Murthy			
WO no.	65533/72274	WO date.	08/02/2021			
Contractor Name	Karunakar Reddy	WO amount – A	Rs. 2,98,767/-			
Firm/Company	Serene Constructions LLP	Project name	Serene Farms			
Nature of work	Roof Tiles					
Villa/flat/block no.	1,2,6,25,28,30 & 50.					
Request for payment date	04/02/2021	Request for payment amount – B	Rs. 1,28,002/-			
GST on bills – C	Rs. 6,400/-	Total D = B + C	Rs. 1,34,402/-			
Work done from	-	Work done to	-			
Sl. No	Bill No.	Bill date	Bill amount			
1.	145	24/02/2021	Rs. 1,34,402/-			
2.	-	-	-			
3.	-	-	-			
4.	-	-	-			
Amount E - Bills total			Rs. 1,34,402/-			
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. 1,34,402/-			
Amount J – Difference A-B (should be nil)			Rs. 1,70,765/-			
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	20/03/2021					
Remarks: Final bill received. Estimate and Measurement sheet is attached.						
Please check advance and release the balance payment.						
Approved by	Purchase Officer	Purchase Manager	Procurement Manager			
Sign:						
Date						

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/-

ID - 4553 - 4559

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

Sl. No. - site bills register		①		Date - site bills Register		04/02/2021	
Company Name:		Serene constructions		Site:		Serene farms	
Name of Contractor		Karunakar Reddy					
Nature of work		Roof tiles laying					
Work done		From Date				To Date	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa no - 1, 2, 6,	1561	82/-	Sft/ft	1,28,002		
2.	25, 28, 30, 50						
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:						
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 : work completed.							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 04-02-21		Date: 06/02/21		Date: 06/02/21			
Sign: S. J. S.		Sign: Nagalakshmi		Sign: S. J. S.			

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
S. J. S.
MANAGER
FEB 2021

MEASUREMENT SHEET							
COMPANY NAME		SERENE CONSTRUCTION LLP		APPROVED BY			
PROJECT		SERENE FARMS		SIGN:			
WORK DESCRIPTION		roof tiles laying					
PREPARED BY		SYED GOLAM SARWAR					
DATE		4-Feb-21					
CONTRACTOR NAME		karunakar reddy					
			A	B	C	D	E=AxBxCxD
SL NO	ITEM HEAD	ITEM DESCRIPTION	LENGTH	WIDTH	HEIGHT	NOS	F QUANTITY UNITS
1	villa no-1,2,6,25,28,30,50	roof tiles laying in villas-1,2,6,25,28,30,50	195	1	1	7	1365 sft
		ridge tiles laying in villas-1,2,6,25,28,30,50	28	1	1	7	196 rft
					total		1561 sft/rft

ESTIMATE						
COMPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY			
PROJECT		SERENE FARMS	SIGN:			
WORK DESCRIPTION		roof tiles laying				
PREPARED BY		SYED GOLAM SARWAR				
DATE		4-Feb-21				
CONTRACTOR NAME		karunakar reddy				
SL NO	ITEM HEAD	ITEM DESCRIPTION	QUANTITY	UNITS	RATE	AMOUNT
1	villa no-1,2,6,25,28,30,50	laying of roof and ridge tiles in villa no-1,2,6	1561	sft/rft	82	128002
		25,28,30,50				
				TOTAL		128002

Purchase Order

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08/02/2020 1:01:57 PM



65533

01.02.20 11:15:37

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

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	08-02-2020	
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%	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.

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. 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 work completed

- Bal. Villas work to be complete.

T.D. Murthy 26/2/20

2nd Bill of Villano: 19 work is Pending.

29/2/20

For **Serene Constructions LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Karunakar Reddy**

→ Final Bill received

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	1'2"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	Approved by	
Sign.& Date	05.02.2020	Sign. & Date	

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



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.
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 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 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 Manglore tile size-1'2" x 9" and Ridge Tile sixe-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% ply 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
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	

[Handwritten 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 : __/__/__

Purchase Order

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21-11-2020 12:18:50



72274

16.11.20 11:21:50

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

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	72274	150422
Doc Date	21-11-2020	
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%	GST	Amount
1 9024 - Tiles - Roof Tiles - other - sft 9" x 16"	1,170.00	82.00	0.00	5.00	100,737.00
Total Order Value . . .					100,737.00

Rupees : One Lakh(s) Seven Hundred Thirty Seven Only.

Terms and Conditions :-

Specification / Brand	Above item shall be of good quality Manglore tile size-1'2" x 9" and Ridge Tile sixe-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. 40,295/- vide cheque no., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 50,27,29,42,3,4,5 & 30 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	

=> Part Bill received for V.no.
3,4,5, 27,29,42 and Bal.
Bill of V.no. 50 & 30 to be
receivable. af
21/11/20

=> Final Bill received af
21/11/20

For **Serene Constructions LLP**

Authorised Signatory

Name : _____

21/11/2020

Name : _____

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Date : ____/____/____

Requisition Form

Company Name:		serene constructions llp		Date:		18/11/20	
Site & Phase :		Serene farms		Time:		14:30	
Supplier				Req. No.		150422	
Material required before date:			asap		ID No.		61657
No	Description	Size	Quantity	Units	Inward No	Date	
1	roof tiles	std	1170	sft			
2							
3							
4							
5							
6							
7							
9							
10							
Remarks: The above material is required for villa no-50,27,29,42,3,4,5,30							
Prepared By		syed golam sarwar		Approved by			
Sign.& Date		18.11.2020		Sign. & Date			

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



Estimate/Draft PO

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19-11-2020 11:25:25

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 36AKGPR0150G1ZD NA	NA 9440407992	Doc No	72274	150422
		Doc Date	19-11-2020	
		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 16"	1,170.00	82.00	0.00	5.00	100,737.00
Total Order Value . . .					100,737.00

Rupees : One Lakh(s) Seven Hundred Thirty Seven Only.

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. 40,295/- vide cheque no., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 50,27,29,42,3,4,5 & 30 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	

T.D. Reddy 19/11/20

For **Serene Constructions LLP**

Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Name : _____

Name : _____

Date : __/__/__

Serene farm wall cladding and roof tiles Estimation 18-11-20.xlsx

A) Wall cladding tiles estimation							
Sl no	Villa no	SUBA	Units	Quantity of materials	Add 5% for wastage	Materials to be order	Remarks
1	1	1200	sft	800	40	840	
2	50	1200	sft	800	40	840	
3	30	1000	sft	680	34	714	
4	Club house repair			250	12.5	262.5	
		Total		2,530	127	2,657	
B) Roof tiles estimation ✓							
Sl no	Villa no	SUBA	Units	Quantity of materials	Add 5% for wastage	Materials to be order	Remarks
1	50	1200	sft	223	11.15	234.15	
2	27	1000	sft	223	11.15	234.15	
3	29	1000	sft	223	11.15	234.15	
4	42	1000	sft	223	11.15	234.15	
5	30	1000	sft	223	11.15	234.15	
		Total		1115	55.75	1170.75	

APPROVED BY
19 NOV 2020
SOHAM MODI
MANAGING DIRECTOR