

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	19/03/2021	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	N. Sharada Paints	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Painting Work		
Villa/flat/block no.	43,284,102,221,210,101,114 & 115.		
Request for payment date	10/03/2021	Request for payment amount – B	Rs. 1,53,080/-
GST on bills – C	Rs. 9,185/-	Total D = B + C	Rs. 1,62,265/-
Work done from	01/01/2021	Work done to	09/03/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	024	20/03/2021	Rs. 1,62,265/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 1,62,265/-
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. 1,62,265/-
Amount J – Difference A-B (should be nil)			-
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	27/03/2021		
Remarks: <u>No work order for above bill. Please consider the bill for processing.</u>			
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/-

PAN NO. BDWPN0356G

☎ : 9912517701

N. SHARADA PAINTS

Plot No. 83, Nehru Nagar, Jammigadda, Kushaiguda, Kapra, Hyderabad-500 062 Telangana

Invoice No. **024****INVOICE**

Date : 20-08-21

Name Villa Orchid LLP

Address

GSTIN: 36AANFG481AC1ZH.

Sl. No.	Name of Product	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1.	Painting work done at V. no. 42, 284, 102, 221, 210, 210	1.	L.S.	56,657	00
2.	Painting work done @ V. no. 284, 43, 114 of 115	1	L.S.	105608	00
		TOTAL		1,62,265	00

Rupees in words One Lakh Sixty two thousand
Two hundred and sixty five only.

For N. SHARADA PAINTS

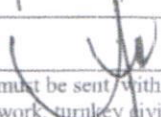
Terms & Conditions :

Goods once sold will not be taken back.


 Authorised Signature

20 - 7479 - 7485

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

Sl. No. - site bills register	11394	Date - site bills Register	10/03/2021			
Company Name:	VOC - 4P	Site:	VOC			
Name of Contractor	N. SHARDHA					
Nature of work	PAINTING					
Work done	From Date	To Date				
	01/01/2021	09/03/2021				
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	43	01	2500	RS	2,500	
2.	284	01	2500	"	2,500	
3.	102	01	2500	"	2,500	
4.	221	01	2500	"	2,500	
5.	210	01	2500	"	2,500	
6.	210	1820	11.25		20475	
7.	101	1820	11.25		20475	
8.						
9.						
10.						
11.	Total:				53,450	
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: 10/03/2021		Date: 10/03/21		Date: ✓		
Sign: 		Sign: Nagalaxmi		Sign: 		

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
10 MAR 2021
A. SURESH
PROJECT MANAGER

APPROVED BY
10 MAR 2021
S. MANOJ
MANAGING DIRECTOR

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa orchids								
Description :		Painting works done villas details								
Prepared By:		A Suresh								
Date :		10-Mar-2021								
Name of the Contractor :		N Shardha								
A			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	Remarks
1	Villa no 43	Main door polish	1	1	1	1	1	Nos	1	
2	Villa no 284	Main door polish	1	1	1	1	1	Nos	1	
3	Villa no 102	Main door polish	1	1	1	1	1	Nos	1	
4	Villa no 221	Main door polish	1	1	1	1	1	Nos	1	
5	Villa no 210	Main door polish	1	1	1	1	1	Nos	1	
6	Villa no 210	Final Stage paint	1820	1	1	1	1,820	SFT	1,820	
7	Villa no 101	Final Stage paint	1820	1	1	1	1820	SFT	1820	


 APPROVED BY
 10 MAR 2021
 MR. A. SURESH
 PROJECT MANAGER

Estimate Sheet							
Company Name:	Villa orchids LLP				workdone from date	1-Jan-2021	
Project:	Villa orchids				work done to date	9-Mar-2021	
work description:	Maindoor polish work done villas details						
Prepared By	A Suresh				Approved by:		
Contractor Name	N SHARDHA				Sign:		
Date:	10-Mar-2021						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 43	1	Nos	2,500	2,500		
2	Villa no 284	1	Nos	2,500	2,500		
3	Villa no 102	1	Nos	2,500	2,500		
4	Villa no 221	1	Nos	2,500	2,500		
5	Villa no 210	1	Nos	2,500	2,500		
					12,500		
1	Villa no 210	1820	Sft	11.25	20,475.0		
2	Villa no 101	1820	Sft	11.25	20,475.0		
					40,950.0		
						53,450	


APPROVED BY
 10 MAR 2021
 A. SURESH
 PROJECT MANAGER

ID: 7467 - 7470

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

Sl. No. - site bills register	11392	Date - site bills Register	06/03/2021
Company Name:	VOC-UP	Site:	VOC
Name of Contractor	N. SHARDHA		
Nature of work	PAINTING WORK		
Work done	From Date	To Date	
	01/01/2021	05/03/2021	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	286	1820	11.25	Sqft	20,475	
2.	42	1940	11.25	"	21,825	
3.	114	1820	15.75	"	28,665	
4.	115	1820	15.75	Sqft	28,665	
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				99,630/-	

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 :

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used 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
06 FEB 2021
A. SURESH
PROJECT MANAGER

APPROVED BY
09 MAR 2021
SOHAM MODI
MANAGING DIRECTOR

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa orchids								
Description :		Painting works done villas details								
Prepared By:		A Suresh								
Date :		6-Mar-2021								
Name of the Contractor		N Shardha								
A		A	B	C	D	E=AxBxCxD	F	Units	G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity		Item Head Total	Remarks
1	Villa no 284	Final Stage	1,820	1	1	1	1,820	Sft	1,820	
2	Villa no 43	Final Stage	1,940	1	1	1	1,940	Sft	1,940	
3	Villa no 114	Stage III	1,820	1	1	1	1,820	Sft	1,820	
4	Villa no 115	Stage III	1,820	1	1	1	1,820	Sft	1,820	

(Signature)

APPROVED BY
06 FEB 2021
A. SURESH

Estimate Sheet							
Company Name: Villa orchids LLP				workdone from dat		1-Jan-2021	
Project: Villa orchids				work done todate 1		5-Mar-2021	
work description: Maindoor polish work done villas details							
Prepared By A Suresh				Approved by:			
Contractor Name N Shardha				Sign:			
Date: 6-Mar-2021							
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	V.No 284	1,820	Sft	11	20,475		
2	V.No 43	1,940	Sft	11	21,825		
3	V.No 114	1,820	Sft	16	28,665		
4	V.No 115	1,820	Sft	16	28,665		
						99,630	

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