

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	23/03/2021	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Mahesh Painting Works	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Polishing work		
Villa/flat/block no.	100,108,224,64,135 & 137.		
Request for payment date	08/03/2021	Request for payment amount – B	Rs. 15,000/- ✓
GST on bills – C	Rs. 900/- ✓	Total D = B + C	Rs. 15,900/- ✓
Work done from	01/01/2021	Work done to	05/03/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	124	23/03/2021	Rs. 15,900/- ✓
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 15,900/- ✓
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. 15,900/- ✓
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: No work order for above bill. Please consider the bill for processing. ✓			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	23/3/21		

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/-

S.Mahesh

TAX INVOICE

Cell : 9291555696,

7396977594

MAHESH PAINTING WORKS

#4-21/1, Kandhiguda, Sainikpuri Post, Kapra Mdl., Medchal Dist. - 500 094

GST : ~~36AANFG4917C12P~~

Company Name : villa orchids Lp	INVOICE
Address :	GST No. : 36AANFG4917C12P
	Invoice No. : 124
Company GST : 36AANFG4917C12H	Invoice Date : 23/03/2021

S.No.	Description	HSN Code	Qty.	Rate	Amount
①	main door polish				
	villa No → 100	86t	1	2650/-	2650/-
	villa No → 108	86t	1	2650	2650/-
	villa No → 224	86t	1	2650	2650/-
	villa No → 64	86t	1	2650	2650/-
	villa No → 135	86t	1	2650	2650/-
	villa No → 137	86t	1	2650	2650/-

Rupees in Words : Fifteen thousand
nine hundred Rupees only.

Terms & Conditions :

- 1.
- 2.
- 3.

Taxable Value

15,900/-

SGST%

-

CGST%

-

IGST%

-

Grand Total

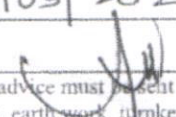
15,900/-

Customer Signature

S. Mahesh
Signature

ID: 7461 - 7466

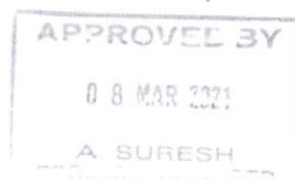
Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register	11393	Date - site bills Register	08/03/2021			
Company Name:	VOC-UP	Site:	VOC			
Name of Contractor	S. MAHESH PAINTING WORK					
Nature of work	PAINTING					
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.	100	01	2500	NO	2,500	
2.	108	01	2500	NO	2,500	
3.	224	01	2500	NO	2,500	
4.	64	01	2500	NO	2,500	
5.	135	01	2500	NO	2,500	
6.	137	01	2500	NO	2,500	
7.						
8.						
9.						
10.						
11.	Total:				15,000/-	
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		
Date: 08/03/2021		Date: 09/03/21		Date: 09 MAR 2021		
Sign: 		Sign: Nagalaooni		Sign: SOHAM MODI		

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

Measurement Sheet											
Company Name:		Villa orchids LLP									
Project:		Villa orchids									
Description :		Painting works done villas details									
Prepared By:		A Suresh									
Date :		8-Mar-2021									
Name of the Contractor :		S Mahesh Painting works									
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 100	Main door polish	1	1	1	1	1	Nos	1		
2	Villa no 108	Main door polish	1	1	1	1	1	Nos	1		
3	Villa no 224	Main door polish	1	1	1	1	1	Nos	1		
4	Villa no 64	Main door polish	1	1	1	1	1	Nos	1		
5	Villa no 135	Main door polish	1	1	1	1	1	Nos	1		
6	Villa no 137	Main door polish	1	1	1	1	1	Nos	1		



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	S Mahesh Painting works				Sign:	
Date:	8-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 100	1	Nos	2,500	2,500	
2	Villa no 108	1	Nos	2,500	2,500	
3	Villa no 224	1	Nos	2,500	2,500	
4	Villa no 64	1	Nos	2,500	2,500	
5	Villa no 135	1	Nos	2,500	2,500	
6	Villa no 137	1	Nos	2,500	2,500	
						15,000


 APPROVED BY
 08 MAR 2021
 A. SURESH