

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	30/03/2021	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	Painting work		
Villa/flat/block no.	12		
Request for payment date	16/03/2021	Request for payment amount – B	Rs. 30,555/-
GST on bills – C	Rs. 1,833/-	Total D = B + C	Rs. 32,388/-
Work done from	01/03/2021	Work done to	15/03/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	125	30/03/2021	Rs. 32,388/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 32,388/-
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. 32,388/-
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	03/04/2021		
Remarks: <u>No work order for above bill. Please consider the bill for processing.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	0 MAR 2021		
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/-

S.Mahesh

TAX INVOICE

Cell : 9291555696,
7396977594**MAHESH PAINTING WORKS**

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

GST : ~~36AANF64817C12H~~

Company Name : <i>Villa Orchids</i>	INVOICE
Address :	GST No. : 36AANF64817C12H
	Invoice No. : 125
Company GST : <i>36AANF64817C12H</i>	Invoice Date : <i>30/3/2021</i>

S.No.	Description	HSN Code	Qty.	Rate	Amount
①	<i>Villa No 12</i>	-	1	32,388.3	32,388.36



Rupees in Words : <i>Thirty two thousand three hundred eighty eight only</i> Terms & Conditions : 1. 2. 3.	Taxable Value	<i>32,388.36</i>
	SGST	—
	CGST	—
	IGST	—
	Grand Total	<i>32,388.36</i>

S. Mahesh
Signature

Customer Signature

ID - 7486.

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

Sl. No. - site bills register	11397	Date - site bills Register	16/3/2024			
Company Name:	VOC - CEP	Site:	VOC			
Name of Contractor	S. MAHESH painting works					
Nature of work	PAINTING					
Work done	From Date	To Date				
	01/03/2024	15/03/2024				
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	12	1940	15.75	sq	30,555	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				30,555	
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: 16/03/2024		Date: 17/03/24		Date: 18 MAR 2024		
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
15 MAR 2024
A. SURESH
PROJECT MANAGER

APPROVED BY
18 MAR 2024
S. MAHESH
MANAGING DIRECTOR

Measurement Sheet										
Company Name:		Villa Orchids LLP								
Project:		Villa Orchids								
Description :		Painting work done villas details								
Prepared By:		A Suresh								
Date :		16-03-2021								
Name of the Contractor :		S Mahesh paintng works								
A			A	B	C	D	E=AxBxC:F		G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head	Remarks
1	V.No 12	Stage III work	1940.0	1.0	1.0	1.0	1940.0	Sft	1940.0	


 APPROVED BY
 15 MAR 2021
 A. SURESH
 PROJECT MANAGER

Estimate Sheet							
Company Name:	Villa orchids LLP			workdone from date : 01-03-2021			
Project:	Villa orchids			work done todate 15-0.3-2021			
work description:	Painting works done villas details						
Prepared By	A Suresh			Approved by:			
Contractor Name	S Mahesh painting works			Sign:			
Date:	16-03-2021						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 12	1,940	Sft	16	30,555		
						30,555	
	Note : 1) @ RS : 45 Sft stage I & II work 40% of total amount is 42x 40% = RS : 18.0						
	2) @rs : 45 sft Stage III work 35% of total amount is 45 x 35% = Rs : 15.75						
	3) @Rs : stage IV Work 25% total amount is 45 x 25% = Rs : 11.25						


 APPROVED BY
 15 MAR 2021
 A. SURESH
 PROJECT MANAGER