

PURCHASE DIVISION,  
Advice for approval for credit to contractor

|                                                                                                                                                |                                                                                                                                                                   |                                |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|
| Date:                                                                                                                                          | 26/04/2021                                                                                                                                                        | Prepared by:                   | T.D. Murthy         |
| WO no.                                                                                                                                         | -                                                                                                                                                                 | WO date.                       | -                   |
| Contractor Name                                                                                                                                | N. Sharada                                                                                                                                                        | WO amount – A                  | -                   |
| Firm/Company                                                                                                                                   | Villa Orchid LLP                                                                                                                                                  | Project name                   | VOC                 |
| Nature of work                                                                                                                                 | Painting work                                                                                                                                                     |                                |                     |
| Villa/flat/block no.                                                                                                                           | 254,114 & 115.                                                                                                                                                    |                                |                     |
| Request for payment date                                                                                                                       | 07/04/2021                                                                                                                                                        | Request for payment amount – B | Rs. 62,775/-        |
| GST on bills – C                                                                                                                               | Rs. 3,767/-                                                                                                                                                       | Total D = B + C                | Rs. 66,542/-        |
| Work done from                                                                                                                                 | 01/03/2021                                                                                                                                                        | Work done to                   | 06/04/2021          |
| Sl. No                                                                                                                                         | Bill No.                                                                                                                                                          | Bill date                      | Bill amount         |
| 1.                                                                                                                                             | 025                                                                                                                                                               | 26/04/2021                     | Rs. 66,542/-        |
| 2.                                                                                                                                             | -                                                                                                                                                                 | -                              | -                   |
| 3.                                                                                                                                             | -                                                                                                                                                                 | -                              | -                   |
| 4.                                                                                                                                             | -                                                                                                                                                                 | -                              | -                   |
| Amount E - Bills total                                                                                                                         |                                                                                                                                                                   |                                | Rs. 66,542/-        |
| 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. 66,542/-        |
| Amount J – Difference A-B (should be nil)                                                                                                      |                                                                                                                                                                   |                                | -                   |
| Amount K – Difference D-E-F (should be nil)                                                                                                    |                                                                                                                                                                   |                                | -                   |
| Quantity received as per WO                                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input checked="" type="checkbox"/> Explained below |                                |                     |
| Difference between A & B acceptable                                                                                                            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                             |                                |                     |
| Excess / short material received                                                                                                               | <input checked="" type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below),                                            |                                |                     |
| Close WO                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input checked="" type="checkbox"/> No (explained below)                     |                                |                     |
| Advance paid / PDC given (deduct when paying)                                                                                                  | <input type="checkbox"/> Yes – Rs. ____/- <input checked="" type="checkbox"/> No                                                                                  |                                |                     |
| Payment – due date                                                                                                                             | 01/05/2021                                                                                                                                                        |                                |                     |
| Remarks: <b>No work order for above bill. Please consider the bill for processing.</b>                                                         |                                                                                                                                                                   |                                |                     |
|                                                                                                                                                |                                                                                                                                                                   |                                |                     |
| 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.

025

INVOICE

Date : 26/4/14

Name

Villa Orchid Lp

Address

GSTIN: 36AANFGU817C1Z4.

| Sl. No. | Name of Product                                | Qty.  | Rate | AMOUNT |     |
|---------|------------------------------------------------|-------|------|--------|-----|
|         |                                                |       |      | Rs.    | Ps. |
| 1.      | Painting work done @ Villa;<br>254, 114 of 115 | 01    | L.I. | 66,541 | 50  |
|         |                                                | TOTAL |      | 66,541 | 50  |

Rupees in words

Sixty Six thousand Five -  
hundred and forty one only

For N. SHARADA PAINTS

SV

Authorised Signature

Terms &amp; Conditions :

Goods once sold will not be taken back.

ID-7493-7495

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

|                               |                                                                                    |                               |                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------|
| Sl. No. - site bills register | 11403                                                                              | Date - site bills Register    | 07/04/2021                                                                         |
| Company Name:                 | VOC - UP                                                                           | Site:                         | VOC                                                                                |
| Name of Contractor            | M. SHARDA                                                                          |                               |                                                                                    |
| Nature of work                | PAINTING                                                                           |                               |                                                                                    |
| Work done                     | From Date                                                                          | To Date                       | 06/04/2021                                                                         |
| Sl. No.                       | Villa/Flat/block no.                                                               | Qty.                          | Rate                                                                               |
| 1.                            | 254                                                                                | 1940                          | 11.25                                                                              |
| 2.                            | 114                                                                                | 1820                          | 11.25                                                                              |
| 3.                            | 115                                                                                | 1820                          | 11.25                                                                              |
| 4.                            |                                                                                    |                               |                                                                                    |
| 5.                            |                                                                                    |                               |                                                                                    |
| 6.                            |                                                                                    |                               |                                                                                    |
| 7.                            |                                                                                    |                               |                                                                                    |
| 8.                            |                                                                                    |                               |                                                                                    |
| 9.                            |                                                                                    |                               |                                                                                    |
| 10.                           |                                                                                    |                               |                                                                                    |
| 11.                           | Total:                                                                             |                               | 62,775                                                                             |
| Bill required                 | <input type="checkbox"/> YES <input type="checkbox"/> NO.                          | GST bill required             | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.               |
| Measurement & estimate sheet: | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required | Measurement & estimate sheet: | <input checked="" type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed |
| PO/WO no.                     |                                                                                    | PO/WO date:                   |                                                                                    |
| Remarks :                     |                                                                                    |                               |                                                                                    |
| Approved by Project Manager   | Approved by Design Team                                                            |                               |                                                                                    |
| Date: 07/04/2021              | Date: 07/04/21                                                                     |                               |                                                                                    |
| Sign:                         | Sign: Nagalakshmi                                                                  |                               |                                                                                    |

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for hiring, purchase, bills for hire charges, earth work, etc. 3. When not applicable - fill Nil. 4. SIGNING, MEASUREMENT SHEETS are not required for turnkey jobs where guideline rates are clearly given.

07 APR 2021

A. SURESH  
PROJECT MANAGER

APPROVED  
Sign 8 APR 2021

|                        |  |                                   |                  |        |     |     |     |          |          |       |            |
|------------------------|--|-----------------------------------|------------------|--------|-----|-----|-----|----------|----------|-------|------------|
| 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 |  | N Sharadha                        |                  |        |     |     |     |          |          |       |            |
| A                      |  |                                   |                  |        |     |     |     |          |          |       |            |
| S No.                  |  | Item Head                         | Item Description | A      | B   | C   | D   | E=AxBxCF | Quantity | Units | G=Sum of E |
| 1                      |  | V.No 254                          | Final Stage work | 1940.0 | 1.0 | 1.0 | 1.0 | 1940.0   | 1940.0   | Sft   | 1940.0     |
| 2                      |  | V.No 114                          | Final Stage work | 1820.0 | 1.0 | 1.0 | 1.0 | 1820.0   | 1820.0   | Sft   | 1820.0     |
| 3                      |  | V.No 115                          | Final Stage work | 1820.0 | 1.0 | 1.0 | 1.0 | 1820.0   | 1820.0   | Sft   | 1820.0     |
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 APPROVED BY  
 67 APR 2021  
 A. SURESH  
 PROJECT MANAGER

|                                                                                                                                                                                                                                         |                  |                                    |          |       |   |      |        |                                 |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------|----------|-------|---|------|--------|---------------------------------|---------|
| Estimate Sheet                                                                                                                                                                                                                          |                  |                                    |          |       |   |      |        |                                 |         |
| Company Name:                                                                                                                                                                                                                           |                  | Villa orchids LLP                  |          |       |   |      |        | workdone from date : 01-03-2021 |         |
| Project:                                                                                                                                                                                                                                |                  | Villa orchids                      |          |       |   |      |        | work done todate 06-04-2021     |         |
| work description:                                                                                                                                                                                                                       |                  | Painting works done villas details |          |       |   |      |        |                                 |         |
| Prepared By                                                                                                                                                                                                                             |                  | A Suresh                           |          |       |   |      |        | Approved by:                    |         |
| Contractor Name                                                                                                                                                                                                                         |                  | N Sharadha                         |          |       |   |      |        | Sign:                           |         |
| Date:                                                                                                                                                                                                                                   |                  | 07-04-2021                         |          |       |   |      |        |                                 |         |
| S No.                                                                                                                                                                                                                                   | Item Description | A                                  | Quantity | Units | C | Rate | D=AxC  | E=Sum of D                      | Remarks |
| 1                                                                                                                                                                                                                                       | Villa no 254     |                                    | 1,940    | Sft   |   | 11   | 21,825 |                                 |         |
|                                                                                                                                                                                                                                         | Villa no 114     |                                    | 1,820    | Sft   |   | 11   | 20,475 |                                 |         |
|                                                                                                                                                                                                                                         | Villa no 115     |                                    | 1,820    | Sft   |   | 11   | 20,475 |                                 |         |
|                                                                                                                                                                                                                                         |                  |                                    |          |       |   |      |        | 62,775                          |         |
| Note : 1) @ RS : 45 Sft stage I & II work 40% of total amount is 42x 40% = RS : 18 0<br>2) @rs : 45 sft Stage III work 35% of total amount is 45 x 35% = Rs : 15.75<br>3) @Rs : stage IV Work 25% total amount is 45 x 25% = Rs : 11.25 |                  |                                    |          |       |   |      |        |                                 |         |



APPROVED BY  
07 APR 2021  
A. SURESH  
PROJECT MANAGER