

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                  |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date: 09/06/21                                                |                  | Prepared by: G. Venkatesh                                                                                                                                                 |                     |
| PO/WO no. 76819                                               |                  | PO / WO Date. 29/4/21                                                                                                                                                     |                     |
| Supplier Name: praful Saurtary                                |                  | PO/WO amount: 6253/-                                                                                                                                                      |                     |
| Firm/Company: Nilgiri Btade                                   |                  | Project: NE                                                                                                                                                               |                     |
| Sl. No.                                                       | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount         |
| 1                                                             | PS/21-22/142     | 07/05/21                                                                                                                                                                  | 6253/-              |
| 2                                                             |                  |                                                                                                                                                                           |                     |
| 3                                                             |                  |                                                                                                                                                                           |                     |
| 4                                                             |                  |                                                                                                                                                                           |                     |
| Amount A - Bills total(Excluding Transport & Hamali Charges): |                  |                                                                                                                                                                           | 6253                |
| Sl. No.                                                       | DC No            | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            |                  |                                                                                                                                                                           | 92419               |
| 2.                                                            |                  |                                                                                                                                                                           |                     |
| 3.                                                            |                  |                                                                                                                                                                           |                     |
| Amount B - Other Credits : Transportation charges             |                  |                                                                                                                                                                           |                     |
| Amount C - Other Debits :                                     |                  |                                                                                                                                                                           |                     |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:   |                  |                                                                                                                                                                           |                     |
| Amount E - PO / WO value:                                     |                  |                                                                                                                                                                           | 6253/-              |
| Amount F - Difference (A - E): GST-18%                        |                  |                                                                                                                                                                           | 6253/-              |
| Quantity received as per PO/WO                                |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |
| Is difference between PO / Bill 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 PO / W?O                                                |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)                             |                     |
| Advance paid / PDC given (deduct when paying)                 |                  | <input type="checkbox"/> Yes - Rs. /- <input type="checkbox"/> No                                                                                                         |                     |
| Payment - due date                                            |                  | 14/6/21                                                                                                                                                                   |                     |
| Remarks:                                                      |                  |                                                                                                                                                                           |                     |
|                                                               |                  |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager |
| Sign:                                                         |                  |                                                                                                                                                                           |                     |
| Date                                                          | 09/06/21         | 9/6/21                                                                                                                                                                    |                     |
|                                                               |                  |                                                                                                                                                                           |                     |

Notes: 1. In case amount to be credited to supplier 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 Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-



# Purchase Order

Page(s) 1 Of 1

29-04-2021 3:21:58 PM

Or



76819

06.05.21 4:35:36

From Company : **Nilgiri Estates**  
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.  
G S T No. : 36AAHFN0766F1ZA

**Supplier Details**

Praful Sanitary  
3-6-138/5, Himayat Nagar, Hyderabad.

|            |            |        |
|------------|------------|--------|
| Doc No     | 76819      | 175267 |
| Doc Date   | 29-04-2021 |        |
| Quote No   | Nil        |        |
| Quote Date | 01-02-2021 |        |
| SupplyType | Supply     |        |

GSTIN 36ACWPG864A1ZG 40077300  
65526886. 9849624797

**Kind Attn : Mr. Ashish Gupta**

Purchase Order for the Supply of following Items.

| Item Name                                                  | Qty   | Rate  | Dis%  | GST   | Amount          |
|------------------------------------------------------------|-------|-------|-------|-------|-----------------|
| 1 7097 - Plumbing - HDPE - Pipe - other - mtrs<br>1/2"     | 60.00 | 34.00 | 20.00 | 18.00 | 1,925.76        |
| 2 7097 - Plumbing - HDPE - Pipe - other - mtrs<br>3/4"     | 60.00 | 43.00 | 20.00 | 18.00 | 2,435.52        |
| 3 7333 - Plumbing - HDPE - HDPE-bend - other - nos<br>3/4" | 12.00 | 95.00 | 20.00 | 18.00 | 1,076.16        |
| 4 7333 - Plumbing - HDPE - HDPE-bend - other - nos<br>1/2" | 12.00 | 72.00 | 20.00 | 18.00 | 815.62          |
| <b>Total Order Value . . .</b>                             |       |       |       |       | <b>6,253.06</b> |

Rupees : Six Thousand Two Hundred Fifty Three and Paise Six Only.

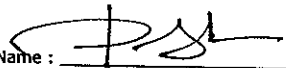
**Terms and Conditions :-****Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** GST included in above price.**Delivery Date** Next Day.

**Delivery Location** Nilgiri Estate  
Sy.No.143/133/134/135/136, Rampally Village.  
Phone. 9030931172

**Penalty For Delay** Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for V.no.150,151 purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**Name : 

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

1196

### Requisition Form

|                                |  |                 |  |          |  |            |  |
|--------------------------------|--|-----------------|--|----------|--|------------|--|
| Company Name:                  |  | NILGIRI ESTATES |  | Date:    |  | 24-04-2021 |  |
| Site & Phase :                 |  | NILGIRI ESTATE  |  | Time:    |  | 14:43      |  |
| Supplier                       |  |                 |  | Req. No. |  | 175267     |  |
| Material required before date: |  |                 |  | ID No.   |  | 65665      |  |

| No | Description | Size | Quantity | Units | Inward No | Date |
|----|-------------|------|----------|-------|-----------|------|
| 1  | HDPE Pipe   | 3/4" | 60       | Mtr   |           |      |
| 2  | HDPE Pipe   | 1/2" | 60       | Mtr   |           |      |
| 3  | HDPE Bend   | 3/4" | 12       | No's  | 25        |      |
| 4  | HDPE Bend   | 1/2" | 12       | No's  | 22        |      |
| 5  |             |      |          |       |           |      |
| 6  |             |      |          |       |           |      |
| 7  |             |      |          |       |           |      |
| 8  |             |      |          |       |           |      |
| 9  |             |      |          |       |           |      |
| 10 |             |      |          |       |           |      |

Remarks: - For mortgage villa 150 and 151

|              |            |              |  |
|--------------|------------|--------------|--|
| Prepared By  | Akhil      | Approved by  |  |
| Sign. & Date | 24-04-2021 | Sign. & Date |  |

**Certified by:**

*[Signature]*

**Project Manager**  
**Nilgiri Estates**

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

|                                |  |  |  |          |  |        |  |
|--------------------------------|--|--|--|----------|--|--------|--|
| Company Name:                  |  |  |  | Date:    |  |        |  |
| Site & Phase :                 |  |  |  | Time:    |  |        |  |
| Supplier                       |  |  |  | Req. No. |  |        |  |
| Material required before date: |  |  |  | Urgent   |  | ID No. |  |

| No | Description | Size | Quantity | Units | Inward No | Date |
|----|-------------|------|----------|-------|-----------|------|
| 1  |             |      |          |       |           |      |
| 2  |             |      |          |       |           |      |
| 3  |             |      |          |       |           |      |
| 4  |             |      |          |       |           |      |

Remarks:

|              |  |              |  |
|--------------|--|--------------|--|
| Prepared By  |  | Approved by  |  |
| Sign. & Date |  | Sign. & Date |  |

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