

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 23-6-21		Prepared by: BHAVANI	
PO/WO no. 76999		PO / WO Date. 7-5-21	
Supplier Name Rajdhani Tiles Company		PO/WO amount 35,280	
Firm/Company Nilgiri Estates		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	015	8-6-21	38,586
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			38,586
Sl. No.	DC No	DC. Date	MRN No.
1.	496	29/5	92416
2.	492	10/5	92403
3.			
			DC matches MRN
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			Rs. 38,586/-
Amount E - PO / WO value:			Rs. 35,280/-
Amount F - Difference (A - E): GST-18%			Rs. 3,806/-
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved - within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. _____ /- ☒ No	
Payment - due date		28-6-21	
Remarks: unloading charges included in above bill Incentive Rs. 20/-			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign: [Signature]			
Date: 23/6/21			

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/-


Signature

[illegible]

Purchase Order

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07-05-2021 14:45:50



76999

06.05.21 4:35:37

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

Supplier Details

Rajadhani Tiles Company
#Plot no. 78, Beside Sri Ram Kanta Weight Bridge, Nagaram,
Keesara(M), R.R. Dist.

GSTIN 36AAPPU3108E1ZM

9848525411

Doc No	76999	175278
Doc Date	07-05-2021	
Quote No	Nil	
Quote Date	07-05-2021	
SupplyType	Supply	

Kind Attn : Mr. U.S. Mishra

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8525 - Stone - other - Tandoor Stone - other - sft 2' x 2' - 525 nos	2,100.00	16.00	0.00	5.00	35,280.00
Rupees : Thirty Five Thousand Two Hundred Eighty Only.					Total Order Value . . . 35,280.00

Terms and Conditions :-

Specification / Brand All items machine cut, 35mm thickness.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 2days

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

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Breakage in your account. Above order for near villa no. 184
TOTLOT and Labour Quarters TOTLOT purpose. ldnng & uldnng charges extra @1.50/- per sft.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For Nilgiri Estates

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For Rajadhani Tiles Company

Date : _/_/

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		04-05-2021	
Site & Phase :		NILGIRI ESTATE		Time:		17:15	
Supplier				Req. No.		175278	
Material required before date:				ID No.		65902	

No	Description	Size	Quantity	Units	Inward No	Date
1	Tandoor stone	2'X2'	2100	sq		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Near 184 tot-lot and labour quarters tot-lots purpose.

Prepared By	Akheel
Sign. & Date	04-05-2021

APPROVED
07 MAY 2021
P. PRABHAKAR
PROJECT MANAGER PURCHASE

Certified by: Project Manager Nilgiri Estates	
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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	
Sign. & Date	

Approved by	
Sign. & Date	

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

Purchase Order

Page(s) 1 Of 1

07-05-2021 14:45:50

Original / Office Copy / Purchase Div. Copy

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G S T No. : 36AAHFN0766F1ZA

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

Penalty For Delay Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Breakage in your account. Above order for near villa no. 184 TOTLOT and Labour Quarters TOTLOT purpose. Idng & uldng charges extra @1.50/- per sft.

Completion Date Nil**Measurment** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Name : 

Name : _____

Date : __/__/__

Accepted the above Terms And Conditions

For **Rajadhani Tiles Company**