PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/6/2021	Prepared by:	N. Shravya
PO/WO no.	76216	PO / WO Date.	7/4/2021
Supplier Name	Mr. Mohan Ram	PO/WO amount	17,487/-
Firm/Company	MMR Kowkur LLP	Project	GHT
Sl. No.	Bill No.	Bill Date	Bill amount
1	039	24/6/2021	11,045/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	11,045/-
Amount E – PO / WO value:	17,487/-
Amount F – Difference (A – E): GST-18%	- 6,442/-
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 8,744/-
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: [signature]			25 JUN 2021				
Date 24/6/21							

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/-

<u>TAX INVOICE</u> Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: MMR towers LLP GST No. : 36ABLFM7631F1Z3.	Invoice No. 039	Date : 24/06/2021
	Delivery Note :	Made of Payment :
	Buyers Order No. : 7621	Date : 07/04/2021
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	SS Railing work done @ flat no 112.	7306	12 Rft	780/-	9,360/-

GST No. : 36CRBPB0826R1ZO	Gross Value	9,360/-
Rupees in words: Eleven Thousand Foorty Five Rupees only.	Add CGST 9 %	842/-
	Add SGST 9 %	842/-
	Add IGST %	-
	GRAND TOTAL	11,045/-

<u>Terms & Conditions</u>

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within.......................days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

ID: 61482

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

Sl. No. – site bills register	10071	Date - site bills Register	20/04/2021
Company Name: mmRkowkur LLp		Site:	GHT
Name of Contractor	MOHAN RAM		
Nature of work	GlAss RAiling		
Work done	From Date 15/2/2021	To Date	15/04/2021

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	1/2	12	780/-	Rft	9,360/-	
2.						
3.	GST 18%				1,684/-	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				11,044/-	

Bill required	☐ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	76216	PO/WO date:	07/04/2021

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 20/04/2021	Date: 27/04/21	Date:
Sign:	Sign: Nagalakshmi	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
20 APR 2021
A. SURESH
PROJECT MANAGER

APPROVED BY
28 APR 2021
SOHAM MODI
MANAGING DIRECTOR

Measurement Sheet										
Company Name:		Mehta & Modi Realty Kowkur LLP								
Project:		GHT								
Description :		Glass railing work done flat details								
Prepared By:		A Suresh								
Name of the Contractor :		Mohan Ram								
Date :		20 April 2021								
A			A	B	C	D	E=AxBxCF		G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head	Remarks
1	Flat no 112	Glass Railing woork	12	1	1	1	12	Rft		
								Rft	12.0	

APPROVED BY

A. SURESH
PROJECT MANAGER

Estimate Sheet				PO No : 76216			
Company Name:	Mehta & Modi Realty Kowkur LLP			work done to date			1-Apr-2021
Project:	GHT			work doen from date			15-Apr-2021
work description:	Glass railing work done flat details			Approved by:			
Prepared By	A Suresh			Sign:			
Contractor Name	Mohan Ram						
Date:	20 April 2021						
Flat no 112		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Glass Railing work	12	Rft	780	9,360		
	GST Tax Amount : 18 %				1,684.0		
						11,044	

APPROVED BY
23 APR 2021
A. SURESH
PROJECT MANAGER

Purchase Order

 08-04-2021 17:20:00

76216
30.03.21 4:59:15

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-!
G S T No. :`36ABLFM7631F1Z3

Supplier Details

Mr. Mohan Ram
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	76216	140375
Doc Date	07-04-2021	
Quote No	Nil	
Quote Date	03-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *12'0 x 2'10" x 10mm thick glass - 01 no*	12.00	780.00	0.00	18.00	11,044.80
2	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *7'0 x 2'10" x 10mm thick glass - 01 no*	7.00	780.00	0.00	18.00	6,442.80
					Total Order Value . . .	**17,487.60**

Rupees : Seventeen Thousand Four Hundred Eighty Seven and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.
Payment Terms	50% as advance & balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 8,744/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for Flat no. B- 113 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in the month of May 2021. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site at its rick and cost.
Remarks	Prices shall remain fixed(Subject to change in GST) for a period of 6months.

For ***Mehta & Modi Realty Kowkur LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Mr. Mohan Ram***

Name : ____________

Date : __/__/____

Requisition Form - Glass railing				
Company	MMR Kowkur llp	Site & Phase		GHT
Req. no.	140375	Req. Date		15-01-2021
Material required before	28-01-2021	ID no.	63101	
Prepared by:	A Suresh	Approved by (sign):		
Flat / Block no:	113			
Name of the supplier				
Type B2 1715 Sft 3BHK Order Value:	1.0			
Type B 1230ft 2BHK Order Value:	1.0			

S No.	Item Description	Units	Qty required for Type 1715 Sft3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Qty required for Type 1715 Sft3BHK flat	Qty required for Type 1230 Sft 2BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date
1	Glass railing (12' .0 x 2'.10")	Sft	31		31		1	-	-	31.1		
	Glass railing (7' .0 x 2'.10")	Sft	20		20		1			19.8		
	Total							-	-	50.9		
	Note : Please issue the work order											

76216

APPROVED BY

MANAGING DIRECTOR