PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	06/07/2021	Prepared by:	T.D. Murthy
WO no.	75476	WO date.	11/03/2021
Contractor Name	Mr. Abdul Aziz Ansari	WO amount – A	Rs. 71,975/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	False Ceiling work		
Villa/flat/block no.	994A & 994B		
Request for payment date	17/06/2021	Request for payment amount – B	Rs. 38,706/-
GST on bills – C	Rs. 6,967/-	Total D = B + C	Rs. 45,673/-
Work done from	30/05/2021	Work done to	12/06/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	003	06/07/2021	Rs. 45,673/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 45,673/-
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. 45,673/-
Amount J – Difference A-B (should be nil)			Rs. 33,269/-
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	**12/07/2021**

Remarks: **Estimate and Measurement sheet is attached.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:			APPROVED 06 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/7/21						

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/-

ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9908194281
9182242690

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkdecorators@gmail.com

Seller GST No.: 36AYAPA9482A2ZQ Pan No. AYAPA9482A Mode of Transport : Product Reference No. State : Telangana, State Code : 36	Invoice No. : 003 Invoice Date : Date of Supply : 05/07/2021 PO No. & Date :
Details of Receiver / Billed to : Name : Silver Oak villas LLP Address : Cherla Pally Buyer GSTIN State Telangana Code 36	**Details of Delivery Address :** Name : Address : Buyer GSTIN State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	Gypsum false ceilling villa: no:- 97 villa: 994	998391	1138	34	38,706

MODI PROPERTIES PVT. LTD. ★SEC'BAD★ INWARD No: 81945 Date: 5/7 Sign:

Total Invoice Amount : (Inwords) fourty five thousand six hundred seventy three only

Total Amount Before Tax	38,706
Add CGST @ 9 %	3483.54
Add SGST @ 9 %	3483.54
Add IGST @ %	
Total Amount GST	6967.08
Total Amount After Tax	45,673.08
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made.

For **ABDUL AZIZ**

TP: 7966

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

Sl. No. – site bills register	975	Date - site bills Register	16-06-2021
Company Name:	SOVLLP	Site:	SOV
Name of Contractor	ABDUL AZIZ ANSARI		
Nature of work	fall Ceiling		
Work done	From Date 30-05-2021	To Date	12-06-2021

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Villa No 97	72	34/-	Sft	2448.00	
2.						
3.	Villa No 994	1066.42	34/-	Sft	36528.37	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				38,706.37	

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 17 JUN 2021 Project Manager K. Purshotham (S.O.V.LLP)

APPROVED BY 23 JUN 2021 MANAGING DIRECTOR

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date:	Date: 22/06/21	Date:
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.

MEASUREMENT SHEET									
Company Name:		Silver Oak Villas LLP		Approved by:					
Project:		Silver Oak Villas		Sign:					
Work Description:		Fall ceiling							
Name of the Contractor		Aziz							
Prepared By		G.chandra kanth							
Date:		16-06-2021							
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	V no 97	Bathroom	9.00	4.00	1.00	2.00	72.00	sft	
									72.00
2	V no 994 Fall ceiling	Livinng/Dinning Hall	23.00	14.25	1.00	1.00	327.75	sft	
		Guest Bedroom	15.25	10.08	1.00	1.00	153.72	sft	
		Children Bedroom	15.25	10.25	1.00	1.00	156.31	sft	
		Master Bedroom	13.66	13.25	1.00	1.00	181.00	sft	
		Master Dressing Room	5.50	7.75	1.00	1.00	42.63	sft	
		Kitchen	10.00	10.00	1.00	1.00	100.00	sft	
		Master Bathroom	5.50	9.16	1.00	1.00	50.38	sft	
		Common Bathroom	10.41	4.00	1.00	1.00	41.64	sft	
		Front Common Toilet near bed rooms	4.00	3.25	1.00	1.00	13.00	sft	
									1,066.42

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP		Approved by:			
Project:		Silver Oak Villas		Sign:			
Work Description:		Fall ceiling					
Name of the Contractor		Aziz					
Prepared By		G.chandra kanth					
Date:		16-06-2021					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	V no 97	Bathroom	72.00	sft	34.00	2448.00	
2	V no 994 Fall ceiling	3bhk Flat fall ceiling	1066.42	sft	34.00	36258.37	
					Total		38,706.37
		Amount- Thirty Eight Thousand Seven hunderd and Six Rupess only					

APPROVED BY
17 JUN 2021
Project Manager
K. Purshotham (S.O.V.LLP)

Purchase Order

 11-03-2021 11:30:38

75476
04.03.21 12:26:59

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Mr. Abdul Aziz Ansari	**Doc No**	75476	156404
Borabanda, Hyderabad.	**Doc Date**	11-03-2021	
	Quote No	Nil	
GSTIN 36AYAPA9482A2ZQ	**Quote Date**	09-11-2019	
9908194281	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Abdul Aziz Ansari

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6022 - Miscellaneous - False Ceiling - NA - sft *Gypsum False Ceiling - Plain*	1,794.00	34.00	0.00	18.00	71,975.28
			Total Order Value . . .			**71,975.28**

Rupees : Seventy One Thousand Nine Hundred Seventy Five and Paise Twenty Eight Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.552(a) dtd. 24.10.09 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	60% on delivery of all materials, 20% on starting of work and bal. after completion of all works.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Apartment 994A & 994B.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 11/03/2021

Accepted the above Terms And Conditions

For ***Mr. Abdul Aziz Ansari***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SILVER OAK VILLAS	Date:	05-03-2021
Site & Phase :	SILVER OAK VILLAS -IX	Time:	12.00
Supplier	Aziz Ansari.	Req. No.	156404
Material required before date:	15-03-2021	ID No.	64459

No	Description	Size	Quantity	Units	Inward No	Date
1	Fall Celing - Plain (Gypsum).	Std	1794	Sft		
2						
3						
4						
5	75476					
6						
7						
8						
9						
10						

Remarks: - ForApartment 994A&994B Site use purpose.

APPROVED
11 MAR 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	04-03-2021	Sign. & Date	

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

Company Name:	SILVER OAK VILLAS	Date:	02-03-2021
Site & Phase :	SILVER OAK VILLAS	Time:	12.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Office use purpose.

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	02-03-2021	Sign. & Date	

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