

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                               |                             |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date: 28/7/21                                                 |                             | Prepared by: BHAVANI                                                                                                                                                      |                     |
| PO/WO no. 78209                                               |                             | PO / WO Date. 31/7/21                                                                                                                                                     |                     |
| Supplier Name man sai seatings                                |                             | PO/WO amount 24,780                                                                                                                                                       |                     |
| Firm/Company mppc                                             |                             | Project HO                                                                                                                                                                |                     |
| Sl. No.                                                       | Bill No.                    | Bill Date                                                                                                                                                                 | Bill amount         |
| 1                                                             | 64                          | 24/6/21                                                                                                                                                                   | 24,780              |
| 2                                                             |                             |                                                                                                                                                                           | /                   |
| 3                                                             |                             |                                                                                                                                                                           | /                   |
| 4                                                             |                             |                                                                                                                                                                           | /                   |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                             |                                                                                                                                                                           | 24,780              |
| Sl. No.                                                       | DC .No                      | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            | /                           | /                                                                                                                                                                         | /                   |
| 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:   |                             |                                                                                                                                                                           | 24,780              |
| Amount E – PO / WO value:                                     |                             |                                                                                                                                                                           | 24,780              |
| Amount F – Difference (A – E): GST-18%                        |                             |                                                                                                                                                                           |                     |
| 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 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 checked="" type="checkbox"/> No                                                                                         |                     |
| Payment – due date                                            |                             | 2/8/21                                                                                                                                                                    |                     |
| Remarks:                                                      |                             |                                                                                                                                                                           |                     |
|                                                               |                             |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer            | Purchase Manager                                                                                                                                                          | Procurement Manager |
| MD                                                            | Accounts – receiver of bill | Accountant                                                                                                                                                                | Accounts Manager    |
| Sign:                                                         | [Signature]                 |                                                                                                                                                                           |                     |
| Date                                                          | 28/7/21                     |                                                                                                                                                                           |                     |

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/-

(ORIGINAL FOR RECIPIENT)

State Name : Telangana, Code : 36

### Terms of Delivery

Destination

|                                 |                          |
|---------------------------------|--------------------------|
| INWARD                          |                          |
| Inward No: 208                  | Di: 24/7/24              |
| MRN No:                         | Di:                      |
| Received By: <i>[Signature]</i> | Sign: <i>[Signature]</i> |
| MOD PROPERTIES                  |                          |

E. & O.E

3,780.00

Authorised Signatory

This is a Computer Generated Invoice



## Purchase Order

Page(s) 1 Of 1

03-07-2021 15:35:48

78209  
29.06.21 10:48:53

From Company : **Modi Properties Pvt.Ltd.**  
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003  
G S T No. : 36AABCM4761E1ZM

### Supplier Details

Maa Sai Seatings  
5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72.

**GSTIN** 36AJZPK4074G1ZO

9246243243

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 78209      | 182902 |
| <b>Doc Date</b>   | 03-07-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 30-06-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : K.V. Chandra Sekhar**

Purchase Order for the Supply of following Items.

| Item Name                                                               | Qty   | Rate     | Dis% | GST   | Amount           |
|-------------------------------------------------------------------------|-------|----------|------|-------|------------------|
| 1 5583 - Furniture - Conference Table - NA - Sft<br>6'0 x 3'6" - 01 nos | 21.00 | 1,000.00 | 0.00 | 18.00 | 24,780.00        |
| <b>Total Order Value . . .</b>                                          |       |          |      |       | <b>24,780.00</b> |

Rupees : Twenty Four Thousand Seven Hundred Eighty Only.

### Terms and Conditions :-

**Specification / Brand** Brand as standard rate approved by MD. above furniture all vertical surface light grey and horizontal surface in dark grey.

**Payment Terms** 50% Advance and balance 50% after delivery and completion of the work.

**Tax** All taxes included in above price.

**Delivery Date** Within 10days.

**Delivery Location** Head Office  
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003  
Phone. 040-66335551

**Penalty For Delay** Nil

**Transportation Cost** Included in above price.

**Warranty** One year

**Advance Paid** Rs. 12,390/- to be pay vide cheque no. dt.

**Other Terms** We reserve the right to reject items not conforming to quality and specifications, Above order is for Head office 2nd floor CR 3 room purpose.

**Completion Date** Work shall be completed within 3days from the date of the work order.

**Measurment** Nil

**Security** Nil

**Remarks** Nil

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Maa Sai Seatings**

Date : \_/\_/\_

Name :

### Requisition Form

|                                |  |      |  |          |  |          |  |
|--------------------------------|--|------|--|----------|--|----------|--|
| Company Name:                  |  | MPPL |  | Date:    |  | 14-06-21 |  |
| Site & Phase :                 |  | HO   |  | Time:    |  | 11:19    |  |
| Supplier                       |  |      |  | Req. No. |  | 182902   |  |
| Material required before date: |  |      |  | ID No.   |  | 66675    |  |

| No | Description | Size              | Quantity | Units | Inward No | Date |
|----|-------------|-------------------|----------|-------|-----------|------|
| 1  | Table       | 3ft 6 inch X 6 ft | 1        | NOS   |           |      |
| 2  |             |                   |          |       |           |      |
| 3  |             |                   |          |       |           |      |
| 4  |             |                   |          |       |           |      |
| 5  |             |                   |          |       |           |      |
| 6  |             |                   |          |       |           |      |
| 7  |             |                   |          |       |           |      |
| 8  |             |                   |          |       |           |      |
| 9  |             |                   |          |       |           |      |
| 10 |             |                   |          |       |           |      |

Remarks: THE TABLE IS REQUIERD FOR 2<sup>ND</sup> FLOOR CR 3 ROOM

|              |          |              |             |
|--------------|----------|--------------|-------------|
| Prepared By  | Sarwar   | Approved by  |             |
| Sign. & Date | 14-06-21 | Sign. & Date | 23 JUN 2021 |

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

Squad ghar Sarwar  
14-06-21

### Requisition Form

|               |  |       |  |
|---------------|--|-------|--|
| Company Name: |  | Date: |  |
|---------------|--|-------|--|

## Estimate/Draft PO

Page(s) 1 Of 1

01-07-2021 14:39:54

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**  
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003  
G S T No. : 36AABCM4761E1ZM

### Supplier Details

Maa Sai Seatings  
5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72.

**GSTIN** 36AJZPK4074G1ZO

9246243243

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 78209      | 182902 |
| <b>Doc Date</b>   | 01-07-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 30-06-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : K.V. Chandra Sekhar**

Estimate/Draft PO for the Supply of following Items.

| Item Name                                                               | Qty   | Rate     | Dis% | GST   | Amount           |
|-------------------------------------------------------------------------|-------|----------|------|-------|------------------|
| 1 5583 - Furniture - Conference Table - NA - Sft<br>6'0 x 3'6" - 01 nos | 21.00 | 1,000.00 | 0.00 | 18.00 | 24,780.00        |
| <b>Total Order Value . . .</b>                                          |       |          |      |       | <b>24,780.00</b> |

Rupees : Twenty Four Thousand Seven Hundred Eighty Only.

### Terms and Conditions :-

|                              |                                                                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification / Brand</b> | Brand as standard rate approved by MD. above furniture all vertical surface light grey and horizontal surface in dark grey.                    |
| <b>Payment Terms</b>         | 50% Advance and balance 50% after delivery and completion of the work.                                                                         |
| <b>Tax</b>                   | All taxes included in above price.                                                                                                             |
| <b>Delivery Date</b>         | Within 10days.                                                                                                                                 |
| <b>Delivery Location</b>     | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551                                              |
| <b>Penalty For Delay</b>     | Nil                                                                                                                                            |
| <b>Transportation Cost</b>   | Included in above price.                                                                                                                       |
| <b>Warranty</b>              | One year                                                                                                                                       |
| <b>Advance Paid</b>          | Rs. 12,390/- to be pay vide cheque no. dt.                                                                                                     |
| <b>Other Terms</b>           | We reserve the right to reject items not conforming to quality and specifications, Above order is for Head office 2nd floor CR 3 room purpose. |
| <b>Completion Date</b>       | Work shall be completed within 3days from the date of the work order.                                                                          |
| <b>Measurment</b>            | Nil                                                                                                                                            |
| <b>Security</b>              | Nil                                                                                                                                            |
| <b>Remarks</b>               | Nil                                                                                                                                            |

APPROVED BY  
-3 JUL 2021  
SOHAM MODI  
MANAGING DIRECTOR

### For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSSLP stock
- ☒ Other

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Maa Sai Seatings**

Date : \_/\_/

Name :

## Furniture order for head office:

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From: aruna@modiproperties.com

To: purchase@modiproperties.com

Cc: prabhakar@modiproperties.com; sys\_admin@modiproperties.com; murthy@modiproperties.com; lavanya@modiproperties.com; bhaskar@modiproperties.com; minish@modiproperties.com; sohammodi@modiproperties.com; venkatesh@modiproperties.com

Date: Saturday, 26 June, 2021, 05:58 pm IST

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## Furniture order for head office:

1. Cubical partition for 3<sup>rd</sup> floor – Ma sai seating.
2. Chairs required for 3<sup>rd</sup> floor – Ma Sai seating
3. Conference table for 2<sup>nd</sup> floor – 6' x 3' – Ma sai seating.
4. Work stations 4 nos – filing room + 2 sides 4 ft partition - KBD 3<sup>rd</sup> floor cubicals, storage and desks – KBD.

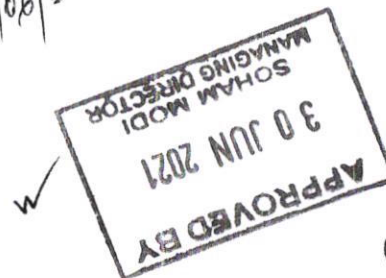
For above furniture all vertical surfaces light grey and horizontal surfaces in dark grey (subject to vendor confirmation).

## Office Furniture

|                                            |                                                |                                     |             |          |                             |                                     |                               |                 |
|--------------------------------------------|------------------------------------------------|-------------------------------------|-------------|----------|-----------------------------|-------------------------------------|-------------------------------|-----------------|
| Office Furniture negotiated rates.         |                                                |                                     |             |          |                             |                                     |                               |                 |
| Company name:                              |                                                | SSLLP                               |             |          |                             |                                     |                               |                 |
| Prepared by:                               |                                                | Murthy/Prabhakar                    |             |          |                             |                                     |                               |                 |
| Date:                                      |                                                | 29 June 2021                        |             |          |                             |                                     |                               |                 |
|                                            |                                                |                                     |             |          |                             |                                     |                               |                 |
| Supplier - Linus Consultants PVT LTD (KBD) |                                                |                                     |             |          |                             |                                     |                               |                 |
| S.no                                       | Description                                    | Indicative size<br>(Height x Width) | Area in sft | Units    | Rate to be calculated<br>on | Final rate given -<br>including GST | Final amount<br>including GST | Soham's Remarks |
| 1                                          | 4ft Desk - 2'6" Height                         | 5 x 2                               | 10.00       | per sft  | Horizontal surface          | 915                                 | 9,150                         | Approved        |
| 2                                          | 5ft Desk - 2'6" Height                         | 4 x 2                               | 8.00        | per sft  | Horizontal surface          | 1,062                               | 8,496                         | Approved        |
| 3                                          | 4ft Desk without Upper Storage - as per design | 6.5 x 4                             | 26.00       | per sft  | Vertical surface            | 700 - 740                           | 19,240                        |                 |
| 4                                          | Low Storage - 2' Depth                         | 6 x 2.5                             | 15.00       | per sft  | Vertical surface            | 1,121                               | 16,815                        | Approved        |
| 5                                          | Conference Table - all sizes                   | 7 x 3                               | 21.00       | per sft  | Horizontal surface          | 885                                 | 18,585                        | Approved        |
| 6                                          | Partitions - 4 ft ht                           | 8 x 4 + 5 x 4                       | 52.00       | per sft  | Vertical surface            | 413                                 | 21,476                        | Sample?         |
| 7                                          | 2 Drawer Pedestal(H x D x W)                   | 2.25 x 1.5 x 1.33                   | 1.00        | per unit | NA                          | 8,024                               | 8,024                         |                 |
| Supplier of Maa Sai Seating                |                                                |                                     |             |          |                             |                                     | -                             |                 |
| S.no                                       | Description                                    | Indicative size<br>(Height x Width) | Area in sft | Units    |                             | Final rate given -<br>including GST | Final amount<br>including GST | Soham's Remarks |
| 1                                          | 4ft Desk - 2'6" Height                         | 5 x 2                               | 10.00       | per sft  | Horizontal surface          | 1,180                               | 11,800                        | Approved        |
| 2                                          | 5ft Desk - 2'6" Height                         | 4 x 2                               | 8.00        | per sft  | Horizontal surface          | 1,180                               | 9,440                         | Approved        |
| 3                                          | 4ft Desk without Upper Storage - as per design | 6.5 x 4                             | 26.00       | per sft  | Vertical surface            | 700 - 708                           | 18,408                        |                 |
| 6                                          | Work Stations - Lenior                         | 4 x 2                               | 10.00       | per sft  | Horizontal surface          | 1,180                               | 11,800                        | Drawing?        |
| 7                                          | Conference Table - all sizes                   | 7 x 3                               | 21.00       | per sft  | Horizontal surface          | 1,180                               | 24,780                        | Approved        |
| 8                                          | Work Station Chairs with casters - Kabil       | -                                   | 1.00        | per unit | NA                          | 5,310                               | 5,310                         | Approved        |
| 9                                          | Visitor Chairs -                               | -                                   | 1.00        | per unit | NA                          | 3,540                               | 3,540                         | Approved        |
| 10                                         | Storage Units - 18" to 2" depth - all sizes    | 5 x 2.5                             | 12.50       | per sft  | Vertical surface            | 1,050                               | 13,125                        | Approved        |
| 11                                         | 2 Drawer Pedestal(H x D x W)                   | 2.25 x 1.5 x 1.33                   | 1.00        | per unit | NA                          | 4,720                               | 4,720                         | Approved        |
| 12                                         | Partitions - 4 ft ht                           | 8 x 4 + 5 x 4                       | 52.00       | per sft  | Vertical surface            | 560                                 | 29,120                        | Approved        |

T. D. M. M. M.  
29/6/21

41  
29/06/2021



4x2 = 8496  
8968  
confirm price  
given # 31.

17464  
4x2 = 8968

