

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

(2)

(3)

|               |                     |               |             |
|---------------|---------------------|---------------|-------------|
| Date:         | 29/10/21            | Prepared by:  | P. Babbar   |
| PO/WO no.     | 81542               | PO / WO Date. | 9/10/21     |
| Supplier Name | Narayan Metal Udyog | PO/WO amount  | 42,291.20   |
| Firm/Company  | MR Pocharam         | Project       | NGH         |
| Sl. No.       | Bill No.            | Bill Date     | Bill amount |
| 1             | 028                 | 9/10/21       | 44,416.00   |
| 2             |                     |               |             |
| 3             |                     |               |             |
| 4             |                     |               |             |

Amount A - Bills total(Excluding Transport & Hamali Charges):

|         |       |          |         |                                                                     |
|---------|-------|----------|---------|---------------------------------------------------------------------|
| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN                                                      |
| 1.      | /     | /        | 97869   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.      | /     | /        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 3.      | /     | /        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

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:

Amount F - Difference (A - E): GST-18%

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 / WO ☒ Yes ☐ No - wait for balance material ☐ No (explained below)

Advance paid / PDC given (deduct when paying) ☐ Yes - Rs. 1 ☒ No

Payment - due date

Remarks:

|             |                  |                  |                     |    |                             |            |                  |
|-------------|------------------|------------------|---------------------|----|-----------------------------|------------|------------------|
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts - receiver of bill | Accountant | Accounts Manager |
| Sign:       |                  |                  |                     |    |                             |            |                  |
| Date        | 29/10            |                  |                     |    |                             |            |                  |

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/-

GST No. : 36AGOPD8982C1Z4

TAX INVOICE  
CASH / CREDITPhone : 27712497  
40042626**NAVEEN METAL UDYOG**

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

| M/s. <u>MODI REALTY POCHARAM LLP</u><br><u>M.H. ROAD,</u><br><u>SECUNDERABAD</u><br>Phone _____ Fax _____<br>GST No. <u>36ABIFM1836H1Z7</u>                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Invoice No. : <u>238</u> Date : <u>09/10/21</u><br>P.O. No. & Date : <u>81542</u><br>D.C. No. : _____ Date : _____<br>Desp. Through : <u>TS-09-VA-7775</u> |              |                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HSN Code                                                                                                                                                                                                                                                                                                                                                                                                               | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Qty.                                                                                                                                                       | Unit Price   | AMOUNT                                                                                                                                                                                                                                                                       |
| 7208                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>Sheets</u><br><br><u>Auto</u><br><br><div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>INWARD</b><br/>           Inward No: <u>16507</u> Dt: <u>9/10/2021</u><br/>           MRN No: <u>97569</u> Dt: <u>11/10/21</u><br/>           Received By: _____ Sign: <u>B. Raju</u><br/> <b>NILGIRI HEIGHTS</b> </div> <p style="margin-top: 20px;">DELIVERY AT<br/>NILGIRI HEIGHT<br/>POCHARAM<br/>CALL:- 9849497484</p> <div style="border: 2px solid black; border-radius: 50%; padding: 10px; margin: 10px auto; width: 150px; text-align: center;"> <b>SUMMIT SALES LLP</b><br/>           IN WARD<br/>           No: <u>85289</u><br/>           Date: <u>11/10/21</u><br/>           Sign: <u>2</u> </div> | 4 Nos.                                                                                                                                                     | 8960/-<br>27 | <u>35,840 = ₹</u><br><br><u>1800 = ₹</u>                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>INWARD</b><br/>           Inward No: _____ Dt: _____<br/>           MRN No: _____ Dt: _____<br/>           Received By: _____ Sign: _____<br/> <b>SUMMIT SALES LLP</b> </div> |
| SUB TOTAL                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | 37,640 = ₹                                                                                                                                                                                                                                                                   |
| SGST @ 9%                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | 3388 = ₹                                                                                                                                                                                                                                                                     |
| CGST @ 9%                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | 3388 = ₹                                                                                                                                                                                                                                                                     |
| IGST @                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | —                                                                                                                                                                                                                                                                            |
| G. TOTAL                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | 44,416 = ₹                                                                                                                                                                                                                                                                   |
| Rupees <u>Forty four thousand four hundred and sixteen only</u>                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              |                                                                                                                                                                                                                                                                              |
| 1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.<br>2. Interest will be charged @ 18% per annum if payment is not made within 30 days.<br>3. Our responsibility ceases no sooner goods are handed over to the carrying agency.<br>4. Payment strictly by Account Payees Cheques only.<br>5. Subject to Secunderabad Jurisdiction only. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              |                                                                                                                                                                                                                                                                              |
| E & O. E.                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                            |              | For NAVEEN METAL UDYOG<br><br>Authorised Signatory                                                                                                                                      |

 BANK : PUNJAB NATIONAL BANK Branch : M.G. Road Secunderabad.  
 A/c. No. : 0625210318512 IFSC Code : PUNB0062520

# Purchase Order

Page(s) 1 Of 1

09-10-2021 12:12:42



81542

08.10.21 5:17:52

From Company : **Modi Realty Pocharam LLP**  
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003  
G S T No. : 36ABIFM1836H1Z7

**Supplier Details**

Naveen Metal Udyog  
4-5-155, Pan Bazar, Sec-bad-03.

**GSTIN** 36AGOPD8982C1Z4 27712497.  
66382026. 9246297667

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 81542      | 181729 |
| <b>Doc Date</b>   | 09-10-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 08-01-2020 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar**

Purchase Order for the Supply of following Items.

| Item Name                                                                       | Qty    | Rate   | Dis% | GST   | Amount           |
|---------------------------------------------------------------------------------|--------|--------|------|-------|------------------|
| 1 8087 - Steel - other - MS Sheet - NA - sft<br>8' x 4' x 4mm thick - 04 sheets | 128.00 | 280.00 | 0.00 | 18.00 | 42,291.20        |
| <b>Total Order Value . . .</b>                                                  |        |        |      |       | <b>42,291.20</b> |
| Rupees : Forty Two Thousand Two Hundred Ninty One and Paise Twenty Only.        |        |        |      |       |                  |

**Terms and Conditions :-**

|                              |                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Specification / Brand</b> | Items shall be of 1st quality.                                                                                              |
| <b>Payment Terms</b>         | Within 7days of delivery of all materials & Production of bill                                                              |
| <b>Tax</b>                   | Inclusive of all taxes                                                                                                      |
| <b>Delivery Date</b>         | Next day.                                                                                                                   |
| <b>Delivery Location</b>     | Nilgiri Heights<br>pocharam<br>Phone. 9849497484                                                                            |
| <b>Penalty For Delay</b>     | Nil                                                                                                                         |
| <b>Transportation Cost</b>   | Transport cost shall be borne by us.                                                                                        |
| <b>Warranty</b>              | Nil                                                                                                                         |
| <b>Advance Paid</b>          | Nil                                                                                                                         |
| <b>Other Terms</b>           | We reserve the right to reject items not conforming to quality and specifications. Above order for concrete mixing purpose. |
| <b>Completion Date</b>       | Nil                                                                                                                         |
| <b>Measurment</b>            | Nil                                                                                                                         |
| <b>Security</b>              | Nil                                                                                                                         |
| <b>Remarks</b>               |                                                                                                                             |

For **Modi Realty Pocharam LLP**

Authorised Signatory

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

Accepted the above Terms And Conditions

For **Naveen Metal Udyog**

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

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

# Requisition Form

1304

| Company Name:                                 |                           | Modi Realty Pocharam LLP |          | Date:        |           | 08-10-2021 |  |
|-----------------------------------------------|---------------------------|--------------------------|----------|--------------|-----------|------------|--|
| Site & Phase :                                |                           | Niligiri Heights         |          | Time:        |           | 16:00      |  |
| Supplier:                                     |                           |                          |          | Req. No.     |           | 181729     |  |
| Material required before date:                |                           | 12.10.21                 |          | ID No.       |           | 70159      |  |
| No                                            | Description               | Size                     | Quantity | Units        | Inward No | Date       |  |
| 1                                             | MS sheets (4mm thickness) | 6'X4'                    | 4        | No's         |           |            |  |
| 2                                             |                           | 8'x4'                    |          |              |           |            |  |
| 3                                             |                           |                          |          |              |           |            |  |
| 4                                             |                           |                          |          |              |           |            |  |
| 5                                             |                           |                          |          |              |           |            |  |
| 6                                             |                           |                          |          |              |           |            |  |
| 7                                             |                           |                          |          |              |           |            |  |
| 8                                             |                           |                          |          |              |           |            |  |
| 9                                             |                           |                          |          |              |           |            |  |
| 10                                            |                           |                          |          |              |           |            |  |
| Remarks: For concrete mixing on floor purpose |                           |                          |          |              |           |            |  |
| Prepared By                                   |                           | S.Sharvani               |          | Approved by  |           |            |  |
| Sign. & Date                                  |                           | 08.10.2021               |          | Sign. & Date |           |            |  |

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

APPROVED  
- 8 OCT 2021  
P. PRABHAKAR  
Sr. MANAGER PURCHASE

8'x4'  
280 + 15'.  
240 + 18'.  
190 + 17'.  
pastt.