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PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	09/11/2021	Prepared by:	T.D. Murthy
WO no.	75476	WO date.	11/03/2021
Contractor Name	Abdul Aziz Ansari	WO amount – A	Rs. 71,975/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	False Ceiling		
Villa/flat/block no.	994B		
Request for payment date	20/10/2021	Request for payment amount – B	Rs. 31,009/-
GST on bills – C	Rs. 5,582/-	Total D = B + C	Rs. 36,591/-
Work done from	-	Work done to	-
Sl. No	Bill No.	Bill date	Bill amount
1.	011	09/11/2021	Rs. 36,591/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 36,591/-
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. 36,591/-
Amount J – Difference A-B (should be nil)			Rs. 40,966/-
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	**15/11/2021**

Remarks: **Estimate and measurement sheet is enclosed. Please check advances and release the balance payment.**

Final bill received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]					
Date	9/11/21.	9/11					

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. : 011 Invoice Date : Date of Supply : 09/11/2021 PO No. & Date : 75426
Details of Receiver / Billed to : Name : Silver oak Villas LLP Address : Cherlapally 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 ceiling	998391	820.5	37	30,358
2	Light cutting	" "	26	25	650

SUMMIT SALES LLP
IN WARD
No: 96667
Date: 9.11.21
Sign:
R.R. DIST.

Total Invoice Amount : (Inwords) thirty six thousand Six hundred Fifty three only
Five
Ninety one

Total Amount Before Tax	31,008.50
Add CGST @ 9 %	2822.27 2791
Add SGST @ 9 %	2822.27 2791
Add IGST @ %	
Total Amount GST	5644.54 5582
Total Amount After Tax	36,653.04
GST Payable on Reverse Charge	

36,591/-

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

For **ABDUL AZIZ**

TD / 8006

Construction division.
Advice for giving credit to contractors suppliers.

Sl. No. – site bills register	996	Date - site bills Register	20-10-2021
Company Name:	SOVLLP	Site:	SOV
Name of Contractor	Abdul Aziz		
Nature of work	false ceiling work		
Work done	From Date	To Date	

Sl. No.	Villa Flat block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	flat no: 994B	820.50	37.00/-	SFt	30358.50/-	
2.						
3.	Ceiling light	26.00.	25.00/-	NO's	650.00/-	
4.	Cutting					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				31,008.50/-	

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 Approved by Project Manager	Approved by Design Team	APPROVED BY Approved by M.D.
Date: 20 OCT 2021	Date: 20/10/21	Date: 20 OCT 2021
Sign: Project Manager K. Purushotham (S.O.V.LLP)	Sign: Nagalaxmi	Sign: SOHAM MODI MANAGING DIRECTOR

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. Where ever not applicable - fill N.A. 4. Estimate and measurement sheets are not required for turnkey jobs where predefined rates are clearly given.

MEASUREMENT SHEET

Company Name:	Silver Oak Villas LLP	Approved by:
Project:	Silver Oak Villas	Sign:
Work Description:	Flat .no 99 4B False Ceiling work	
Contractor Name	Abdul Aziz	
Prepared By	K.Purshotham	
Date:	20-10-2021	

S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
1	Flat.no 99 4B	Hall	22.00	12.50	1.00	1.00	275.00	Sft	
		Dinning Hall	10.00	10.00	1.00	1.00	100.00	Sft	
		Guest Bed Room	10.00	12.00	1.00	1.00	120.00	Sft	
		Master Bed Room	14.00	11.50	1.00	1.00	161.00	Sft	
		Children Bed Room	13.25	10.00	1.00	1.00	132.50	Sft	
		Lobby 1 &2	4.00	4.00	1.00	2.00	32.00	Sft	
									820.50
		Ceiling Light Cutting	1.00	1.00	1.00	26.00	26.00	Nos	
									26.00

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP					
Project:		Silver Oak Villas			Approved by:		
Work Description:		Flat .no 99 4B False Ceiling work			Sign:		
Contractor Name		Abdul Aziz					
Prepared By		K.Purshotham					
Date:		20-10-2021					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Flat.no 99 4B	Hall					
		Dinning Hall	820.50	Sft	37.00	30358.50	
		Guest Bed Room					
		Master Bed Room					
		Children Bed Room					
		Lobby 1 &2					
		Ceiling Light Cutting	26.00	Nos	25.00	650.00	
					Grand Total		31,008.50
		Amt in Words :- Thirty One Thousand and Eight Rupees only					

APPROVED BY

20 OCT 2021

Project Manager

K. Purshotham (S.O.V.LLP)

 11-03-2021 11:30:38

Purchase Order

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	

→ Part Bill received of Rs 45,673/- Bill no: 003, dt: 6/3/21. and Bal Bill of 994 B to be received

→ Final Bill received for Villa 994B

9/11/21.

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

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

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					11 MAR 2021	
10						

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

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.