

PURCHASE DIVISION
Advice for approval for credit to supplier

⇒ "NOC" to be taken from
accountant - "NE"
Bill not received

Date:	22/12/21	Prepared by:	BHAVANI
PO/WO no.	79308	PO / WO Date.	15/11/21
Supplier Name	M. sudarshan	PO/WO amount	5121
Firm/Company	Nilgiri Estates	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	163	15/11/21	5121
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5121
Sl. No.	DC .No	DC. Date	MRN No.
1.			22785
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:			5121
Amount E – PO / WO value:			5121
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 / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. _____/- ☒ No	
Payment – due date		27/12/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	22/12/21		

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/-



TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollaram, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name :

Nilgiri Estate

Bill No.

Date : 15-11-21

D.C No.

163

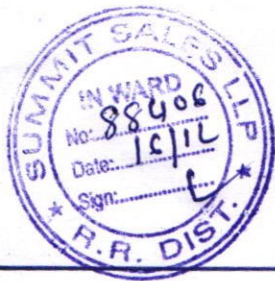
Date :

GST No. 36AAHF NO766F12A

Order No. 79308

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminium Powder Coating 3mm Sliding window 4mm plain window with Mesh Shutter 3'-6" x 4'-0" x 1 No			SFT 14-0	310-00	4340	00



Rupees in Words : Five thousand
one hundred Twenty one
and Twenty Paise only

SUB TOTAL				4340	00
SGST	%	9		390	60
CGST	%	9		390	60
IGST	%				
GRAND TOTAL				5121	20

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsibility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For **M. SUDARSHAN**

Signature

INSTALLATION REPORT

Company/ firm:	Nilgiri Estates	Requisition nos.:	175340.
Project:	NE	PO no.:	79308.
Supplier:	M. Sudarshan	Material type:	Sliding windows.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	17-11-21		Carpentry - windows	3ft 6In	14.00.
2.		150.	3T windows.	X	
3.			Sliding	4ft.	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 14.00.

Remarks: 3T Sliding windows placed in villa
no:- 150.

Approved by	Project manager	Security	Admin (Audit)
	Verified by:	INWARD	
		In ward No: 22785	16/11/21

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where a place for giving credit to contractor/supplier form is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defects, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

Purchase Order

Page(s) 1 Of 1

22-12-2021 13:48:48

Original / Office Copy / Purchase Div Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details		Doc No	79308	175340
Mr. M. Sudarshan		Doc Date	03-08-2021	
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.		Quote No	Nil	
GSTIN 36BBIPM8347N1ZW		Quote Date	20-07-2021	
9849102251		SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2424 - Carpentry - windows - 3T windows sliding - 3ft 6 In X 4ft - sft 01 nos	14.00	310.00	0.00	18.00	5,121.20
Total Order Value . . .					5,121.20

Rupees : Five Thousand One Hundred Twenty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.

Payment Terms After delivery & production of bill

Tax All taxes included in above price.

Delivery Date Delivered.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penalty For Delay Nil

Transportation Included in the above price.

Warranty 1 year on workmanship.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for villas 150.

Completion Date Nil

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

Bill not received

v. Bluf

23/12/2021

For Nilgiri Estates

Authorised Signatory

Accepted the above Terms And Conditions

For Mr. M. Sudarshan

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 1 Of 1

22-12-2021 14:44:16

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Mr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	79308	175340
Doc Date	03-08-2021	
Quote No	Nil	
Quote Date	20-07-2021	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2424 - Carpentry - windows - 3T windows sliding - 3ft 6 In X 4ft - sft 01 nos	14.00	310.00	0.00	18.00	5,121.20
Total Order Value . . .					5,121.20

Rupees : Five Thousand One Hundred Twenty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.

Payment Terms After delivery & production of bill

Tax All taxes included in above price.

Delivery Date Delivered.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penalty For Delay Nil

Transportation Included in the above price.

Warranty 1 year on workmanship.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for villas 150.

Completion Date Nil

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 **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

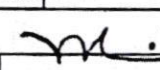
Name : _____

Date : __/__/__

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		30-07-21	
Site & Phase :		NILGIRI ESTATE		Time:		16:26	
Supplier				Req. No.		175340	
Material required before date:					ID No.		68013

No	Description	Size	Quantity	Units	Inward No	Date
1	Aluminium Windows	3'6"X4'	01	Nos		
2	Window grills	3'6"X4'	01	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Certified by:

 Project Manager
 Nilgiri Estates

Remarks: - For Villa no:150 purpose

Prepared By		Sadhana		Approved by			
Sign.& Date		30-07-2021		Sign. & Date			

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

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:			Urgent		ID No.		

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						

Remarks:

Prepared By				Approved by			
Sign.& Date				Sign. & Date			