

PURCHASE DIVISION
Advice for approval for credit to supplier

5 "Noc" to be taken from
accountant - "NE"
Bill not received
23/12/2021

Date: 22/12/21		Prepared by: BHAVANI	
PO/WO no. 80589		PO / WO Date. 14/9/21	
Supplier Name M. Sudarshan		PO/WO amount 2,030	
Firm/Company Nilgiri Estate		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	164	16/11/21	2,030
2			/
3			/
4			/
Amount A - Bills total(Excluding Transport & Hamali Charges):			2,030
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	/	/	22784 ☐ Yes ☐ No
2.	/	/	☐ Yes ☐ No
3.	/	/	☐ Yes ☐ No
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			2030
Amount E - PO / WO value:			2030
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: [Signature]			
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.

164

Date : 16/11/21

D.C No.

Date :

5-4-187/384 II Floor M-G Road Secbad

GST No 36 AAHF No 766 F12 A

Order No. 80589

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum Powder coating Fixed Frame with 4mm plain color 2'0 x 4'0 x 1 no			SFT 8-0	215200	1720	00

Rupees In Words : Two thousand
Twenty Nine and Sixty
Paise only

SUB TOTAL				1720	00
SGST	%	9		154	80
CGST	%	9		154	80
IGST	%				
GRAND TOTAL				2029	60

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**

Sudarshan

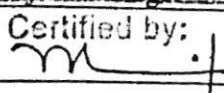
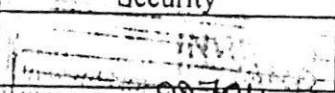
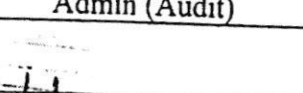
Signature

INSTALLATION REPORT

Company/ firm:	Nilgiri Estates	Requisition nos.:	175372
Project:	NEC	PO no.:	80589
Supplier:	M. Sudarshan	Material type:	Fixed windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	17-11-21	132	Carpentry - windows	2ft x 4ft	8.00
2.			Aluminium Fixed		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					8.00
Remarks: Aluminium fixed windows placed in villa no:- 132.					

Approved by	Project manager	Security	Admin (Audit)
	Certified by: 		

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 Advice 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 defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of receipt of purchase order.

22784 16/11/21
AGHISH
Nilgiri Estates

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.
GST No. : 36AAHFN0766F1ZA

Supplier Details

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

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	80589	175372
Doc Date	14-09-2021	
Quote No	Nil	
Quote Date	14-09-2021	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2184 - Carpentry - windows - Al. Fixed - 2 ft x 4 ft - sft 23.50" x 47.50" - 01 no	8.00	215.00	0.00	18.00	2,029.60
Total Order Value . . .					2,029.60

Rupees : Two Thousand Twenty Nine and Paise Sixty 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 Within 2days.

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

Penalty For Delay Bills must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.

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 V.no. 132.

Completion Date Work to be completed in 2days. 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

Bill not received
V. Bel
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	80589	175372
Doc Date	14-09-2021	
Quote No	Nil	
Quote Date	14-09-2021	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

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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:		13-09-2021	
Site & Phase :		NILGIRI ESTATE		Time:		14:00	
Supplier				Req. No.		175372	
Material required before date:					ID No.		69294

No	Description	Size	Quantity	Units	Inward No	Date
1	Fixed Windows	2'X4'	06	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Villa no : 127 , 128, 129, 130, 131,132 purpose

Prepared By	Sadhana	Approved by	
Sign.& Date	13-09-2021	Sign. & Date	

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

Certified by:

Project Manager
Nilgiri Estates

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	

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