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

PURCHASE DIVISION
Advice for approval for credit to supplier

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 b~~elow)
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani						
Date	22/12/21						

APPROVED
23 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Nilgiri Estate 5-4-187/3&4 II Floor M-G Road Sc-bad	Bill No. 164 Date : 16/11/21
	D.C No. Date :
GST No 36 AAHFN0766F1ZA	Order No. 80589 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum Powder Coating Fixed Frame with 4mm Plain Glass 2'0 x 4'0 x 1 No			SFT 8-0	215=00	1720	00

Rupees In Words : Two thousand Twenty Nine and Sixty Paisa 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 responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 88407 Date: 16/12 Sign:

For **M. SUDARSHAN**

Sudarshan

Signature

INSTALLATION REPORT

Company/ firm:	Nilgiri Estates.	Requisition nos.:	175372
Project:	NEV	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:	INV ... no- 22784. 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 '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 request from purchase.

Ashish

Nilgiri Estates

Purchase Order

 22-12-2021 13 48 48 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	**Doc No**	80589	175372
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	14-09-2021	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	14-09-2021	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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.

<u>Terms and Conditions :-</u>

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
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty 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.Bcl
23/12/2021.

For *Nilgiri Estates*
Authorised Signatory

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ____________

Name : ____________

Date : __/__/____

Purchase Order

 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	**Doc No**	80589	175372
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	14-09-2021	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	14-09-2021	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

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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:	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					Certified by:	

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

Prepared By	Sadhana	Approved by	
Sign.& Date	13-09-2021	Sign. & Date	Project Manager Nilgiri Estates

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	

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