

PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	30/12/2021	Prepared by:	T.D. Murthy
WO no.	82509/82473	WO date.	10/11/2021
Contractor Name	Abdul Qadeer	WO amount – A	Rs. 48,427/-
Firm/Company	Nilgiri Estates	Project name	Nilgiri Estates
Nature of work	False Ceiling		
Villa/flat/block no.	Club House		
Request for payment date	16/12/2021	Request for payment amount – B	Rs. 39,240/-
GST on bills – C	Rs. 7,063/-	Total D = B + C	Rs. 46,303/-
Work done from	15/11/2021	Work done to	30/11/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	009	30/12/2021	Rs. 46,303/-
2.			-
3.			-
4.			-
Amount E - Bills total			Rs. 46,303/-
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. 46,303/-
Amount J – Difference A-B (should be nil)			Rs. 9,187/-
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. 17,842/- ☐ No		
Payment – due date	03/01/2022		
Remarks: Estimate and measurement sheet is enclosed. Please check advances and release the balance payment.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

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 QADEER

TAX INVOICE CASH / CREDIT

Cell : 9182242690

9704902880

ABDUL QADEER

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 : rkenterprises4281@gmail.com

Seller GST No.: 36AAUPQ5292N1ZL Mode of Transport : Product Reference No. State : Telangana, State Code : 36		Invoice No. : 009 Invoice Date : Date of Supply : 30/12/2021 PO No. & Date : 82507/82473			
Details of Receiver / Billed to : Name : Nilgiri Estates Address : Buyer GSTIN : 36AAHFN0766F1ZA 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 club house	998391	1090	36	39,240/-
					
Total Invoice Amount : (In words) forty six thousand three hundred three only		Total Amount Before Tax Add CGST @ 9 % Add SGST @ 9 % Add IGST @ % Total Amount GST Total Amount After Tax GST Payable on Reverse Charge			39,240/- 3531.6 3531.6 7,063.2 46,303.2
Goods once sold will not be taken back. Our responsibility ceases once delivery made.					


For **ABDUL QADEER**

TP: 10617

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register		1318		Date - site bills Register		16/12/21	
Company Name:		NE		Site:		NE	
Name of Contractor		Abdul Qadeer					
Nature of work		False Ceiling					
Work done		From Date		15-11-21		To Date	
						30-11-21	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Club house						
2.	False ceiling	840	36.00	Sft	30,240/-		
3.	work done						
4.	in Third floor.						
5.	False ceiling	250	36.00	Sft	9,000/-		
6.	work done						
7.	in Second						
8.	floor.						
9.							
10.							
11.	Total:	-	-	-	39,240/-		
Bill required		☒ YES ☐ NO.		GST bill required		☒ YES ☐ NO.	
Measurement & estimate sheet:		☒ Required ☐ Not required		Measurement & estimate sheet:		☒ Enclosed ☐ Not enclosed	
PO/WO no.		82509, 82473		PO/WO date:		09-11-21, 10-11-21.	
Remarks : Work Completed							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 16/12/21		Date: 17/12/21		Date: 17 DEC 2021			
Sign: 		Sign: 		Sign: 			

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. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

[illegible]

Nilgiri Estates

Nilgiri Estate

Flase ceiling

Abdul Qadeer

Sadhana

16.12.2021

[illegible]

Flase Ceiling work done in Club house Third floor

Phase Ceiling work done in Club house Second floor

100

ESTIMATE SHEET

Company Name: Nilgiri Estates
Project: Nilgiri Estate
Work Description: False ceiling
Contractor: Abdul Qadeer
Prepared By: Sadhana
Date: 16.12.2021

S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Club House	Flase Ceiling work done in Club house Third floor	840.00	Sft	36.00	30,240.00	
		Flase Ceiling work done in Club house Second floor	250.00	sft	36.00	9,000.00	
						Total Amount	39,240.00

Certified by:
Project Manager
Nilgiri Estates

Purchase Order

Page(s) 1 Of 1

10-11-2021 15:46:49



82509

09.11.21 4:15:57

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

Supplier Details

Abdul Qadeer
14-1-96/3/A, Allapur, Borabanda, Hyderabad, Ranga Reddy,
Telangana-500018

GSTIN 36AAUPQ5292N1ZL

9908194281

9908194281

Doc No	82509	175427
Doc Date	10-11-2021	
Quote No	Nil	
Quote Date	19-07-2021	
SupplyType	Supply And Installation	

Kind Attn : Abdul Qadeer

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	300.00	36.00	0.00	18.00	12,744.00
Total Order Value . . .					12,744.00

Rupees : Twelve Thousand Seven Hundred Fourty Four Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	After Delivery of all materials and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
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 30 days of completion of work. 10% pty 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 Club House 2nd floor purpose.
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	

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Abdul Qadeer**

Name : _____

Date : ____/____/____

1441 Requisition Form

Company Name:	NILGIRI ESTATES	Date:	09-11-21
Site & Phase :	NILGIRI ESTATE	Time:	13:30
Supplier		Req. No.	175427
Material required before date:		ID No.	71024

No	Description	Size	Quantity	Units	Inward No	Date
1	Gypsum False Ceiling	Plain	300	Sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For club house 2nd Floor Purpose

Prepared By	Akheel	Approved by		Certified by:
Sign. & Date	09-11-2021	Sign. & Date		

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

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.

Purchase Order



82473

Page(s) 1 Of 1

09-11-2021 14:55:59

09.11.21 4:15:36

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

Supplier Details

Abdul Qadeer
14-1-96/3/A, Allapur, Borabanda, Hyderabad, Ranga Reddy,
Telangana-500018

GSTIN 36AAUPQ5292N1ZL

9908194281

9908194281

Doc No	82473	175421
Doc Date	09-11-2021	
Quote No	Nil	
Quote Date	19-07-2021	
SupplyType	Supply And Installation	

Kind Attn : Abdul Qadeer

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	840.00	36.00	0.00	18.00	35,683.20
Total Order Value . . .					35,683.20
Rupees : Thirty Five Thousand Six Hundred Eighty Three and Paise Twenty Only.					

Terms and Conditions :-

Specification / Brand Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.

Payment Terms 50% advance at the time of PO, balance on completion of work.

Tax All taxes included in above price.

Delivery Date Within 4days.

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 30 days of completion of work. 10% pty 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 Rs. 17,842/- to be pay vide cheque no. , dt.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Club House Guest room purpose.

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

For **Nilgiri Estates**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Abdul Qadeer**

Name :

Date : _/_/_

1728 Requisition Form

Company Name:		NILGIRI ESTATES		Date:		05.11.2021	
Site & Phase :		NILGIRI ESTATES		Time:		14:53	
Supplier				Req. No.		175421	
Material required before date:		Urgent		ID No.		70928	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Gypsum False Ceiling	Plain	840	Sft			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For Club House Guest Room Purpose							
Prepared By		Sadhana		Approved by			
Sign. & Date		05.11.2021		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

Requisition Form

Company Name:		Nilgiri Estate		Date:			
Site & Phase :		Nilgiri Estate		Time:			
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:							
Prepared By				Approved by			
Sign. & Date				Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							