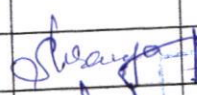


- 13

PURCHASE DIVISION  
Advice for approval for credit to supplierNOC ~~sent~~ *sent*  
Auth

|                                                               |                                                                                                                                                                         |                                                                                                                                                                           |                     |                                                                     |                             |            |                  |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         | 07/01/2022                                                                                                                                                              |                                                                                                                                                                           | Prepared by:        | Sravya Sudha                                                        |                             |            |                  |
| PO/WO no.                                                     | 29973                                                                                                                                                                   |                                                                                                                                                                           | PO / WO Date.       | 29973                                                               |                             |            |                  |
| Supplier Name                                                 | Venkatasamana Stationary                                                                                                                                                |                                                                                                                                                                           | PO/WO amount        | 472/-                                                               |                             |            |                  |
| Firm/Company                                                  | Modi constructions and Realty                                                                                                                                           |                                                                                                                                                                           | Project             | NRK                                                                 |                             |            |                  |
| Sl. No.                                                       | Bill No.                                                                                                                                                                | Bill Date                                                                                                                                                                 | Bill amount         |                                                                     |                             |            |                  |
| 1                                                             | 517                                                                                                                                                                     | 01/09/2021                                                                                                                                                                | 472/-               |                                                                     |                             |            |                  |
| 2                                                             | /                                                                                                                                                                       | /                                                                                                                                                                         | /                   |                                                                     |                             |            |                  |
| 3                                                             | /                                                                                                                                                                       | /                                                                                                                                                                         | /                   |                                                                     |                             |            |                  |
| 4                                                             | /                                                                                                                                                                       | /                                                                                                                                                                         | /                   |                                                                     |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                                                                                                                                                                         |                                                                                                                                                                           |                     | 472/-                                                               |                             |            |                  |
| Sl. No.                                                       | DC .No                                                                                                                                                                  | DC. Date                                                                                                                                                                  | MRN No.             | DC matches MRN                                                      |                             |            |                  |
| 1.                                                            | /                                                                                                                                                                       | /                                                                                                                                                                         | 95884               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 2.                                                            | /                                                                                                                                                                       | /                                                                                                                                                                         |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |            |                  |
| 3.                                                            | /                                                                                                                                                                       | /                                                                                                                                                                         |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                             |            |                  |
| Amount B –Other Credits : Transportation charges              |                                                                                                                                                                         |                                                                                                                                                                           |                     | -                                                                   |                             |            |                  |
| Amount C –Other Debits :                                      |                                                                                                                                                                         |                                                                                                                                                                           |                     | -                                                                   |                             |            |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                                                                                                                                                                         |                                                                                                                                                                           |                     | 472/-                                                               |                             |            |                  |
| Amount E – PO / WO value:                                     |                                                                                                                                                                         |                                                                                                                                                                           |                     | 472/-                                                               |                             |            |                  |
| Amount F – Difference (A – E): GST-18%                        |                                                                                                                                                                         |                                                                                                                                                                           |                     | -                                                                   |                             |            |                  |
| Quantity received as per PO /WO                               |                                                                                                                                                                         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |                                                                     |                             |            |                  |
| Is difference between PO / Bill acceptable?                   |                                                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                     |                                                                     |                             |            |                  |
| Excess / short material received                              |                                                                                                                                                                         | <input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                     |                                                                     |                             |            |                  |
| Close PO / W?O                                                |                                                                                                                                                                         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                     |                                                                     |                             |            |                  |
| Advance paid / PDC given (deduct when paying)                 |                                                                                                                                                                         | <input type="checkbox"/> Yes – Rs. ____/- <input checked="" type="checkbox"/> No                                                                                          |                     |                                                                     |                             |            |                  |
| Payment – due date                                            |                                                                                                                                                                         | 10/01/2022                                                                                                                                                                |                     |                                                                     |                             |            |                  |
| Remarks: final Bill - NOC taken from Arun                     |                                                                                                                                                                         |                                                                                                                                                                           |                     |                                                                     |                             |            |                  |
| Approved by                                                   | Purchase Officer                                                                                                                                                        | Purchase Manager                                                                                                                                                          | Procurement Manager | MD                                                                  | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         |   |                                                                                                                                                                           |                     |                                                                     |                             |            |                  |
| Date                                                          | 07/01/22                                                                                                                                                                |                                                                                                                                                                           |                     |                                                                     |                             |            |                  |

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 INVOICE

Ph: 040 - 27842572

Cell: 9849360076

## VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery &amp; Xerox Paper Etc. Available

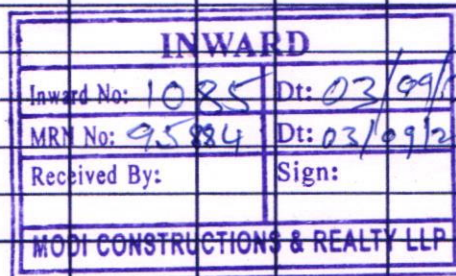
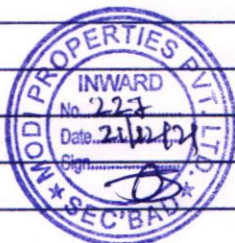
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To  
M/s. Modi constructions & RealtyOrder No 79973Date 25/8Delivery Challan No 1429

Date

GSTIN 36ABJFM5257F1Z3Bill No. 2021-22 517Date 1/9/21

| Sl No | PARTICULARS    | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount<br>Rs. Ps. |
|-------|----------------|----------|-----|------|---------|---------|------------|-------------------|
| 1     | Register (A.R) |          | 1   | 80   |         | 80      |            |                   |
| 2     | Register (S.R) |          | 2   | 160  |         | 320     |            |                   |
| 3     |                |          |     |      |         |         |            |                   |
| 4     |                |          |     |      |         |         |            |                   |
| 5     |                |          |     |      |         |         |            |                   |
| 6     |                |          |     |      |         |         |            |                   |
| 7     |                |          |     |      |         |         |            |                   |
| 8     |                |          |     |      |         |         |            |                   |
| 9     |                |          |     |      |         |         |            |                   |
| 10    |                |          |     |      |         |         |            |                   |
| 11    |                |          |     |      |         |         |            |                   |
| 12    |                |          |     |      |         |         |            |                   |
| 13    |                |          |     |      |         |         |            |                   |
| 14    |                |          |     |      |         |         |            |                   |
| 15    |                |          |     |      |         |         |            |                   |
| 16    |                |          |     |      |         |         |            |                   |
| 17    |                |          |     |      |         |         |            |                   |
| 18    |                |          |     |      |         |         |            |                   |
| 19    |                |          |     |      |         |         |            |                   |
| 20    |                |          |     |      |         |         |            |                   |



Rupees.....

Total

400

SUB Total

CGST

36

SGST

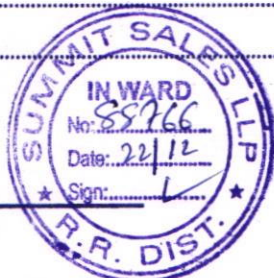
36

Grand Total

472

472=0

Receiver's Signature &amp; Seal



GSTIN: 36AEJPP5811M1Z2

Terms &amp; Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

  
Signature

## Purchase Order

Page(s) 1 Of 1

07-01-2022 14:46:22

Original / Office Copy / Purchase Div.Copy

From Company : **Modi constructions & Reality LLP**  
5-4-187/3&4, II nd floor, SOham Mansion, MG Road, Secunderabad-50003  
G S T No. : 36ABJFM5257F1Z3

### Supplier Details

Venkatramana Stationery & Binding works  
1-5-85, General Bazar, Sec-Bad -500 003.

|            |            |        |
|------------|------------|--------|
| Doc No.    | 79973      | 186047 |
| Doc Date   | 25-08-2021 |        |
| Quote No   | Nil        |        |
| Quote Date | 25-08-2021 |        |
| SupplyType | Supply     |        |

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| Item Name                                                                               | Qty  | Rate   | Dis% | GST   | Amount |
|-----------------------------------------------------------------------------------------|------|--------|------|-------|--------|
| 1 7576 - Stationery - other - Register - other - nos<br>Attendance Register (200 pages) | 1.00 | 80.00  | 0.00 | 18.00 | 94.40  |
| 2 7576 - Stationery - other - Register - other - nos<br>Single Rule pages ( 200 pages ) | 2.00 | 160.00 | 0.00 | 18.00 | 377.60 |
| Total Order Value . . .                                                                 |      |        |      |       | 472.00 |

Rupees : Four Hundred Seventy Two Only.

### Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Nextopolis  
Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal  
Phone. .

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks .

Bill Not Received  
E. M. M. M.  
17/01/22

For **Modi constructions & Reality LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

### Requisition Form

|                                |  |                                    |  |          |  |           |  |
|--------------------------------|--|------------------------------------|--|----------|--|-----------|--|
| Company Name:                  |  | Modi constructions and reality llp |  | Date:    |  | 24-8-2021 |  |
| Site & Phase:                  |  | Nextopolis                         |  | Time:    |  | 11:30     |  |
| Supplier                       |  |                                    |  | Req. No. |  | 186047    |  |
| Material required before date: |  | Very urgent                        |  | ID No.   |  |           |  |

| No | Description      | Size  | Quantity | Units | Inward No | Date |
|----|------------------|-------|----------|-------|-----------|------|
| 1  | A4 paper bundles | Std   | 10       | Nos   |           |      |
| 2  | Red pens         | Std   | 2        | Boxes |           |      |
| 3  | Black pens       | Std   | 2        | Boxes |           |      |
| 4  | Blue pen         | Std   | 2        | Boxes |           |      |
| 5  | Pencils          | Std   | 1        | Box   |           |      |
| 6  | Binding clips    | Big   | 1        | Box   |           |      |
| 7  | Binding clip     | Small | 1        | Box   |           |      |
| 8  | A4 flat files    | Std   | 20       | Nos   |           |      |
| 9  | A3 Ring binders  | Std   | 10       | Nos   |           |      |
| 10 | A4 file covers   | Std   | 25       | Nos   |           |      |
| 11 | A3 file covers   | Std   | 25       | Nos   |           |      |
| 12 | Scribling pads   | Big   | 20       | Nos   |           |      |
| 13 | Stamp pads       | Std   | 2        | Nos   |           |      |
| 14 | Registers        | Std   | 3        | Nos   |           |      |
| 15 | Steel scales     | Big   | 2        | Nos   |           |      |

|                                |           |              |                   |
|--------------------------------|-----------|--------------|-------------------|
| Remarks : For site use purpose |           |              |                   |
| Prepared By                    | G.Rahul   | Approved by  | Balamuralikrishna |
| Sign. & Date                   | 24-8-2021 | Sign. & Date |                   |
|                                |           |              |                   |

