PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	18/01/22	Prepared by	Janaki	Serial no.	- 135[illegible]
Supplier name	Mohan Ram			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	22/09/21	PO/WO No.	80868	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	055	11/01/22	56,694	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	56,694/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:		Proof of delivery matches MRN	□ 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:	56,694/-
Amount E – PO / WO value:	56,694/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	24/01/22
Remarks:	Final Bill Installation report is attached

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Janaki	Prabhakar			
Sign:	Janki	[signature]			
Date	18/01/22.	APPROVED 18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Mohan ram.

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: G.V. Research centres Pvt. LTD.	Invoice No. 055	Date : 11/01/22
	Delivery Note :	Made of Payment :
	Buyers Order No. : 80868	Date : 22-01-2022
GST No. : 36AAMCG4562D1ZP	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	SS Railing		150	320.31	48,046.5

INWARD
Inward No: 7857 Dt: 11/1/22
MRN No: Dt:
Received By: Sign:
G.V.R.C. PVT. LTD.

SUMMIT SALES LLP R.R. DIST.
INWARD No: 89666 Date: 13/01 Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value	48,046.5
Rupees in words: fifty six Thousand six hundred and ninety four rupees only.	Add CGST 9 %	4,324.1
	Add SGST 9 %	4,324.1
	Add IGST %	-
	GRAND TOTAL	56,694.

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within...days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	GVRC	Requisition nos.:	163873
Project:	Innopolis	PO no.:	80868
Supplier:	Leela Steel Railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	05/11/2021	North-East	Staircase S.S	158.5Rft	158.50/-
		Staircase	Railing		
				Total:	158.50.

Remarks: Towards North-East staircase from Ground Floor to Terrace floor.

Approved by	Project manager	Security	Admin (Audit)
		Rajesh.	Sridevi 18/01/22

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 sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.

APPROVED BY
JAN 2022
V. Ramesh Reddy
PROJECT MANAGER
G.V.R.C.

Purchase Order

80868
18.09.21 11:28:02

Page(s) 1 Of 1 22-09-2021 14:32:05

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Leela Steel Railing & Furniture	**Doc No**	80868	163873
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.	**Doc Date**	22-09-2021	
	Quote No	Nil	
GSTIN 36CRBPB0826R1ZO	**Quote Date**	27-11-2018	
8125765219/7075802950	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft	150.00	320.31	0.00	18.00	56,694.87
					Total Order Value . . .	**56,694.87**

Rupees : Fifty Six Thousand Six Hundred Ninty Four and Paise Eighty Seven Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Jindal' brand. 202 grade, 50mm x 1.5mm thick, 44' length.
Payment Terms	50% as advance & balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Rs. 28,348/- 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 2727 block North - East staircase from ground to terrace floor purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 3 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

without DC
material Received

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 22/09/2021

Accepted the above Terms And Conditions

For *Leela Steel Railing & Furniture*

Name : ____________

Date : __/__/____

1200

Requisition Form

Company Name:	GVRC	Date:	18.09.2021
Site & Phase:	Innopolis	Time:	07.15PM
Supplier		Req. No.	163873
Material required before date:		ID No.	69489

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	std	50	R.mts		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Standard design of rail and pillar at about Rs.360 per r/m

URGENT!, Start work now!

Remarks: Towards 2727 block North-east Staircase from Ground floor to Terrace floor.

Prepared By	V.Sanketh	Approved by	C. Balamurali Krishna
Sign.& Date	18.09.2021	Sign. & Date	18.09.2021

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

80868

APPROVED BY
18 SEP 2021
SOHAM MODI
MANAGING DIRECTOR