

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/1/22		Prepared by: <i>Monika</i>		Serial no. 60205	
Supplier name: M. Sudarshan				HO inward no.	
Firm/Company: NE		Project: NE		HO received date	
PO/WO date: 4/1/22		PO/WO No. 84208		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	169	28/1/22	4910.681	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				49611	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	102884		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:				49611	
Amount E – PO / WO value:				49611	
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		7/02/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>Monika</i>				
Sign:	<i>Monika</i>				
Date	31/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.



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.

169

Date : 28-1-2022

D.C No.

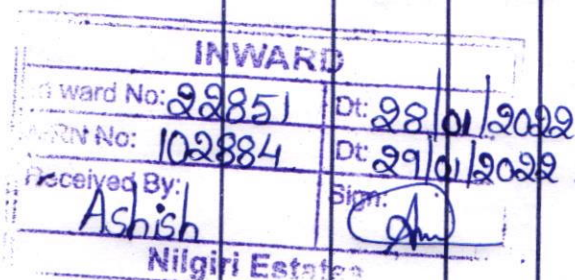
Date :

GST No 36 AAHFNO766 F12A

Order No. 84208

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum powder coating 3trak sliding window with 4mm plain glass 43" x 41" x 1 No VNO 151			SFT 1224	340=00	4161	60



Rupees in Words : Four thousand

Nine hundred Ten and
Sixty Eight Paise only

SUB TOTAL

4161 60

SGST % 9

374 54

CGST % 9

374 54

IGST %

GRAND TOTAL

4910 68

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

1788

8002109500 488601

1059 1059

Purchase Order

Page(s) 1 Of 1

04-01-2022 16:22:21



84208

5:44:07

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	84208	175463
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	04-01-2022	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2214 - Carpentry - windows - Al. Sliding - other - sft 3 track - 43" x 41" - 01	12.24	340.00	0.00	18.00	4,910.69
Total Order Value . . .					4,910.69

Rupees : Four Thousand Nine Hundred Ten and Paise Sixty Nine Only.

Terms and Conditions :-

- Specification / Brand** 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 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 30days 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** 1 year on workmanship.
- Advance Paid** Rs. 42,433/- advance 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 V.no. 151.
- 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** 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		30-12-21	
Site & Phase :		NILGIRI ESTATE		Time:		15:01	
Supplier				Req. No.		175463	
Material required before date:				ID No.		725405	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Aluminum Windows (three track)	43"H X 41"W	01	Nos			
2							
3							
4							
5		3.58 x 5.42					
6							
7							
8							
9							
10							
Remarks:- For villa no : 151 purpose							
Prepared By		Sadhana		Approved by			
Sign.& Date		30-12-21		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

APPROVED
04 JAN 2022
Akheel
Sr. Manager Purchase

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.							

Certified by:

Project Manager
Nilgiri Estates

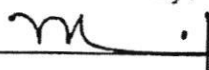
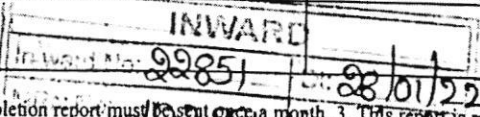
INSTALLATION REPORT

Company/ firm:	Nilgiri Estates	Requisition nos.:	175463
Project:	NE	PO no.:	84208
Supplier:	Sudarshan	Material type:	Aluminium window

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	29/01/22	151	Aluminium powder	43" x 41"	12.245ft
2.			Coating 3 Track		
3.			Sliding window with		
4.			4mm plain glass.		
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					12.245ft

Remarks: For villa no:- 151 purpose.

Approved by	Project manager	Security	Admin (Audit)
	Confirmed 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 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.