## Remarks from site on the 'Requisition by Site Report' of purchase division

Company: Serene			e constructions llp Date:			06-04-2022						
Site: Serene					Prepared by:		M	M.Naveen Reddy				
			2022 to 02-04-20		Approved by:		S	Syed golam sarwar				
Report Date 06-04-												
List of requis	itions nu		issing in the repo	rt*:	,							
List of requis	itions wh	ere PO/	WO not prepared	3 working d	avs a	fter requisition	:					
Req No.		Date	Sl. In Item			Description		Reason				
1104 110.	1		requisition									
150628	31-03-22		7	Greei	Green hose pipe bundle			PO not made				
150626			2		Tube lights			PO print not coming				
List of requis	sitions wh	ere PO/	WO is prepared a	and items have	e not	been received	at site	e beyond	the le	ad time:		
Req No.			Serial no of item in Req.	Item Description				Details of discussion with supplier				
150626	150626 28-03-22		1	electrical				Supplier is arranging materials				
150514	31-03-21		2	Tan b	Tan brown granite			Supplier is arranging materials				
150628			1 to 6	P	PVC			Supplier is arranging materials				
No. of gate passes issued this v			week:	1	1 From No.			1276	То	To No. 1276		
Delivery van	site visit	on:					1	19/03/22				
Inward repor	t (MRN/c	other) &	stock report ema	iled in pdf for	rmat	to purchase?				Yes / N	0	
Items not ord	lered but	received	•			:						
Other correct	tions & re	marks:										
Details of ste			k									
Sl. No			Wt per mtr kgs	Wt. for 12 mtr rod – kgs		Stock at site  – no of rods	Stock at site in Kgs		in	n Previous stock in Kgs		
1.	8mm		.395		.74	-			-	-		
2.	10mm		.617	7.4	404	-	-		-	•		
3.	12mm		.89	10	0.68		-					
4.	16mm		1.58		.96	-	-			-		
5.	20mm		2.47		0.64					-		
6.	25mm		3.86		5.32							
7.	32mm		6.32		5.84					-		-
8.	Binding	wire					1					
OPC stock	nil	J	OPC last weeks stock	nil		PPC/PSC stock	39 bags			PC/PSC la eeks stock		48 bags
Details		Project Manager			Admin Officer/Manager			Admin Audit				
Sign		1 Toject Ivianagei			Tamini Career, Itaninger			+		-		
Date			06-04-2022			06-04-2022						
Date			requisitions to Purcha	sa immadiataly	2 Send		hase@	modinronert	es con	ashaiya@m	odini	roperties com and

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashall.not.eave">ashalya@modiproperties.com</a>, <a href="mailto:ashall.not.eave">ashalya@modipro

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## Remarks from site on the 'Requisition by Site Report' of purchase divisiono

Company: M		MODI FARM HOUSE(HYD)		ate:	06-04-2022				
Site: llp		ene farms	· · · · · · · · · · · · · · · · · · ·						
5010				repared by:	M. Naveen Reddy				
		03-2022 to 02-04-2 04-2022	2022 A	pproved by:	Syed golam sarwar				
		)4-2022 							
List of requi	sitions where D	s missing in the rep	ort:						
Req No.	Req Date	O/WO not prepare	d 3 working da	ys after requisitio	n:				
•		item in Rea	Item Description		Reason for not preparing PO/V				
150627 30.03.2		2 2		mera charger	PO not n	nade			
-									
List of requis	sitions where Po	O/WO is prepared	and items have	not been received	at site boyond th	and land of			
red to. Red Date		Serial no of	Ite	n Description	Details	Details of discussion with supplier <sup>\$</sup>			
		item in Req.		Description	Details				
150627	28-04-22	1	Torch	lights	Supi	Supplier is arrageing materials			
						F is arrageing materials			
		4 1 1 1							
	<del></del>								
No. of gate n	asses issued this	y wools:	77.1						
Delivery van	site visit on:	week.	Nil	From No.		To No.			
Inward report	(MRN/other)	& stock report ema	ilad in a 46.6		19/03/21				
Items not or	dered but receive	e smek Tenhit eina	ned in bat form	at to purchase?	1	Yes / No			
	tions & remark								
Details of st	eel & cement st	S.							
Sl. No	Tor size		W/ C 10						
51. 110	TOI SIZE	Wt per mtr	Wt. for 12 mt		Stock at site i	n Previous stock in Kgs			
1.	8mm	kgs	rod – kgs	- no of rods	Kgs				
2.	10mm	.395	4.7		-	_			
3.	12mm	.617	7.40		_	_			
4.	16mm	1.58	10.6		-	_			
5.	20mm	2.47	18.9		-				
6.	25mm	3.86	29.6		-				
7.	32mm		46.3		-				
8.	Binding wire	6.32	75.8	4   -	-				
OPC stock	nil	OPC last	•1						
-10 510 CR	****	weeks stock	nil	PPC/PSC	55 bags	PPC/PSC last 17 bags			
Details		Project Manage	L r	stock		weeks stock			
Sign		1 Tojout Manage	/1	Admin Office	r/Manager	Admin Audit			
Date									
\ T				1					

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashaiya@modiproperties.com">ashaiya@modiproperties.com</a> and <a href="mailto:rajkumarn@modiproperties.com">rajkumarn@modiproperties.com</a> on every Saturday. 3. Admin offices shall not leave the site without ompleting this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis.

5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & MRN no. on DCs / bills. 6. Re Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

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