

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

Company:	MODI FARM HOUSE(HYD) llp	Date:	16-04-2022				
Site:	Serene farms	Prepared by:	M. Naveen Reddy				
Report From / To	09-04-2022 to 15-04-2022	Approved by:	Syed golam sarwar				
Report Date	16-04-2022						
List of requisitions numbers missing in the report*:							
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#			
150627	30.03.22	2	Camera charger	PO not made			
150624	11.03.22	5	Basket ball	PO not made			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s			
150627	28-04-22	1	Torch lights	Supplier is arranging materials			
No. of gate passes issued this week:	Nil	From No.	To No.				
Delivery van site visit on:	19/03/22						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No						
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-	-	
2.	10mm	.617	7.404	-	-	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire						
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	55 bags	PPC/PSC last weeks stock	17 bags
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date							

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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 & 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!

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

Company:	Serene constructions llp	Date:	16-04-2022
Site:	Serene farms	Prepared by:	M.Naveen Reddy
Report From / To	09-04-2022 to 15-04-2022	Approved by:	Syed golam sarwar
Report Date	16-04-2022		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Sl. In requisition	Item Description
150629	13-04-22	1	Submersible pump
			Reason
			PO not made
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Item Description
150626	28-03-22	1,2	electrical
150628	31-03-22	1 to 7	plumbing
			Details of discussion with supplier ^s
			Supplier is arranging materials
			Supplier is arranging materials
No. of gate passes issued this week:	nil	From No.	To No.
Delivery van site visit on:	19/03/22		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No		
Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire		
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
OPC stock	nil	OPC last weeks stock	nil
PPC/PSC stock	nil	PPC/PSC last weeks stock	nil
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16-04-2022	16-04-2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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 & 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!

Certified by
M. Naveen Reddy
 Admin Officer
 Mod Farm House (Hyd) Ltd