

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

Company:	MODI FARM HOUSE(HYD) llp	Date:	25-06-2022
Site:	Serene farms	Prepared by:	M. Naveen Reddy
Report From / To	19-06-2022 to 24-06-2022	Approved by:	Syed golam sarwar
Report Date	25-06-2022		

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
150633	21-04-22	1	Swimming pool cleaning material	PO made but corrections needed

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 ⁶
-	-	-	-	-

No. of gate passes issued this week:

Nil

From No.

To No.

Delivery van site visit on:

13/06/22

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					

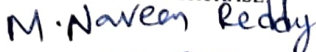
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	nil	PPC/PSC last weeks stock	nil
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Details Project Manager Admin Officer/Manager Admin Audit

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 rajikumari@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!


 ADMIN OFFICE
 MODI FARM HOUSE (HYD) LTD

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

Company:	Serene construction llp	Date:	25-06-2022
Site:	Serene farms	Prepared by:	M. Naveen Reddy
Report From / To	19-06-2022 to 24-06-2022	Approved by:	Syed gholam sarwar
Report Date	25-06-2022		

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
150642	22.06.22	1 to 3	Coffee beans	PO not made
150641	22.06.22	-	Cp and sanitary	PO not made
150640	22.06.22	1 to 3	Cp and sanitary	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
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

No. of gate passes issued this week: Nil From No. To No. 13/06/22

Delivery van site visit on: 13/06/22

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	-	-	-
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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	nil	PPC/PSC last weeks stock	nil
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Details Project Manager Admin Officer/Manager Admin Audit

Sign

Date

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately 2. Send the report to purchase@moshiproperties.com, shahna@moshiproperties.com and rahul@moshiproperties.com on every Saturday 3. Admin offices shall not leave the site without completing this report 4. Ensure that rowid numbers are written in the Requisition, clearly showing the items not received on a daily basis 5. Mention PO & MRN no. in LCs bills 6. Report is 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 W/O approval/input 8. Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, W/O - under fabrication, W/O - material for fabrication not received, W/O - material received fabrication not started, Delivery van delay, Delay to purchase assistant, Supplier arranging for material, 9. Purchase is send reply in the report within one week, 10. Follow up for W/O is the responsibility of engineers at site - purchase is write 'N/A' in reply in the report, 11. Admin officer/manager must call all suppliers on a daily basis for follow-up - LC NOT CALD PURCHASE

certified by
 M. Naveen Reddy
 Admin Officer
 Moshi Farm House (Pty) Ltd.