

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

Company:	Serene construction llp	Date:	02-07-2022
Site:	Serene farms	Prepared by:	M. Naveen Reddy
Report From / To	25-06-2022 to 01-07-2022	Approved by:	Syed golam sarwar
Report Date	02-07-2022		

List of requisitions numbers missing in this 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

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
				Admin Officer/Manager		Admin Audit

Details

Sign

Date

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@mvdpproperties.com, ashwya@mvdpproperties.com and nakumani@mvdpproperties.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 DC's / 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. **EX-1001-ENR-1, POKCHASR**

Certified by
M. Naveen Reddy
 Admin Officer
 Mohd Farm House (Hyd) LLO

Remarks from site on the 'Regulation by Site Report' of purchase station

Company: **Merata construction hp** Date: **11/11/2023**
 Site: **Merata Fortna** Prepared by: **Mr. Naveen Reddy**
 Request From: **Pa** Approved by: **Head of the station**
 Request Date: **11/11/2023**

List of requisitions numbers missing in the report:

List of requisitions where P.S. W.C. not prepared 3 working days after requisition

Req No	Req Date	Serial no of item in Req	Item Description	Reason for not preparing P.S. W.C.
130841	11/11/23	1 to 1	Coffee beans	Not made
130841	11/11/23	1 to 1	Coffee and sanitary	Not made
130841	11/11/23	1 to 1	Coffee and sanitary	Not made

List of requisitions where P.S. W.C. 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 observation with supplier
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No. of gate passes issued this week:

Nil From No.

11/11/23

Yes / No

Delivery can site visit on

forward report (MRN value) & stock report emailed in pdf format to purchase?

Items not ordered but received.

Other corrections & remarks.

Details of steel & cement stock

Sl. No	For size	Wt per mtr. in kgs	Wt for 12 mtr rod kgs	Stock at site no of rods	Stock at site in kgs	Previous stock in kgs
1	8mm	1.05	12.6			
2	10mm	1.67	20.04			
3	12mm	2.25	27.0			
4	16mm	3.95	47.4			
5	20mm	6.21	74.52			
6	25mm	9.81	117.72			
7	32mm	15.71	188.52			
8	12mm	2.25	27.0			
9	Binding wire					
10	nil					
11	nil					
12	nil					
13	nil					
14	nil					
15	nil					
16	nil					
17	nil					
18	nil					
19	nil					
20	nil					
21	nil					
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91	nil					
92	nil					
93	nil					
94	nil					
95	nil					
96	nil					
97	nil					
98	nil					
99	nil					
100	nil					

Details

Sign

Date

Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. 3. Ensure that forward requisitions within 24 hours to purchase@modiproperties.com on every Sunday. 4. Admin officers shall not leave the site without completing this report. 5. Ensure that forward requisitions within 24 hours to purchase@modiproperties.com on every Sunday. 6. Admin officers shall not leave the site without completing this report. 7. Ensure that forward requisitions within 24 hours to purchase@modiproperties.com on every Sunday. 8. Admin officers shall not leave the site without completing this report. 9. Ensure that forward requisitions within 24 hours to purchase@modiproperties.com on every Sunday. 10. Admin officers shall not leave the site without completing this report. 11. Ensure that forward requisitions within 24 hours to purchase@modiproperties.com on every Sunday. 12. 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Admin officers shall not leave the site without completing this report.

certified by
M. Naveen Reddy
 Admin Officer
 Mod Fortna House (Hyd) Ltd

Req No	Req Date	Req Item	Req Qty	Req Unit	Req Price	Req Total
1	22/08/22	1 to 1				
2	22/08/22					
3	22/08/22					
4	22/08/22					
5	22/08/22					
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98	22/08/22					
99	22/08/22					
100	22/08/22					

No. of gate passes issued this week: Nil | *Plum #16*
 Delivery van site visit on: *26/8/22*
 Inward report (MIRN/other) & stock report emailed in pdf format to purchase? *Yes/No*

Items not ordered but received:
 Other corrections & remarks:

Sl No	For size	Wt per mtr - kgs	Wt for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in 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					
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	nil	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Officer
Sign						
Date						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@mediproperties.com. 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 DC's. 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/conditions. Local purchase. For WO's approval/consent. 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 'Nil' in reply to this report. 11. Admin officer/manager must call all suppliers on a daily basis for follow up - **DO NOT CALL PURCHASE!**

certified by
M. Navem Reddy
 Admin Office
 Mod Farm House (Hwy) L.O