

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

Company:	Serene construction llp	Date:	31-12-2022				
Site:	Serene farms	Prepared by:	CH.CHANDRASHEKAR REDDY				
Report From / To	25-12-2022 to 30-12-2022	Approved by:	Syed golam sarwar				
Report Date	31-12-2022						
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#			
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 ⁵			
150662	16-12-2022	-	Lawnmover blades	Supplier is arranging			
150665	24-12-2022	-	Electrical item	Supplier is arranging			
150666	28-12-2022		Pheripherals item	Supplier is arranging			
150667	28-12-2022		Chemicals item	Supplier is arranging			
150668	28-12-2022		Hardware item	Supplier is arranging			
150669	28-12-2022		Electrica item	Supplier is arranging			
No. of gate passes issued this week:		Nil	From No.	To No.			
Delivery van site visit on:		26-12-2022					
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
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, ashaiva@modiproperties.com and raykumam@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!

Ch. CS Reddy

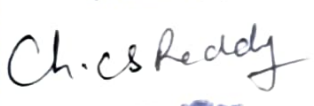
 Admin Office

 Modi Farm House (Hyd) Ltd

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

Company:	MODI FARM HOUSE(HYD) llp	Date:	31-12-2022
Site:	Serene farms	Prepared by:	CH.CHANDRASHEKAR REDDY
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No. of gate passes issued this week:	Nil	From No.	To No.
Delivery van site visit on:		26-12-2022	
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Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
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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
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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Certified by

 Admin Officer
 Modi Farm House (Hyd) LLP