

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

Company:	Serene construction llp	Date:	16-09-2023			
Site:	Serene farms	Prepared by:	CH.CHANDRASHEKAR REDDY			
Report From / To	09-09-2023 to 15-09-2023	Approved by:	CH.CHANDRASHEKAR REDDY			
Report Date	16-09-2023					
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 ^s		
20230908021	08-09-2023		Tiles	Supplier is ready to send at 21/09/2023		
No. of gate passes issued this week:	Nil	From No.		To No.		
Delivery van site visit on:	13-09-2023					
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
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 rajikumam@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. Ch Reddy
Admin Office
Modi Farm House, Hyd.

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

Company:	MODI FARM HOUSE(HYD) llp	Date:	16-09-2023
Site:	Serene farms	Prepared by:	CH.CHANDRASHEKAR REDDY
Report From / To	09-09-2023 to 15-09-2023	Approved by:	CH.CHANDRASHEKAR REDDY
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Delivery van site visit on:	13-09-2023
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

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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 Officer.

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 CHANDRASHEKAR REDDY
 Admin Officer
 Modi Farm House (Hyd) LLP