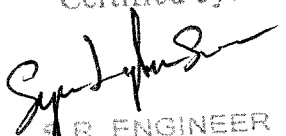
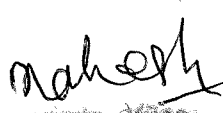


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	14-09-19	
Site:	Serene farm	Prepared by:	M Mahesh	
Report From / To	Site to Purchase	Approved by:	Syed Golam Sarwar	
Report Date	14-09-19			
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 [#]
150004	07-08-19	1	SD card	Not showing in database
150018	20-08-19	1	sticker	
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 ^{\$}
94252	18-12-18	4	MOCCASIN TILES	110 nos box pending
94253	18-12-18	1	Rosso tilea	56 nos box pending
94248	18-12-18	3	Classic antico floor tiles	(po-55314)74 no box pending
94292	15-02-19	1	Toilet roll stand	Supplier arranging for materials (3nos pending)
94376	20-03-19	1 & 3	Grills	Supplier arranging for materials
94475	13-07-19	1 to 11	Al. windows	Supplier arranging for materials
150012	13-08-19	1	Interlocking block	Supplier arranging for materials
150023	30-08-19	1	MS plate	under fabrication
150025	03-09-19	1 to 9	Al .windows	under fabrication
150026	03-09-19	1 to 9	Al .windows	under fabrication
150029	05-09-19	1 to 3	Junction box	Supplier arranging for materials
150037	09-09-19	1	Wall cutting blade	Supplier arranging for materials
150036	09-09-19	1 to 4	Ms pipe for portico	Supplier arranging for materials
150035	09-09-19	1 & 2	Ms pipe for gate	Supplier arranging for materials
150034	07-09-19	1	Door frame	Supplier arranging for materials
150030	06-09-19	1 & 2	Garden light	Supplier arranging for materials
No. of gate passes issued this week:		Nil	From No.	Nil To No. Nil
Delivery van site visit on:		05-09-19		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	4534	To No.	4553
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair: (1136 – Gardening Spray Machine)				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	14-09-19	14-09-19		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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:

P.R. ENGINEER
 Modi Farm House (Hyd) LLP

Certified by:

Admin Officer
 Modi Farm House (Hyd) LLP