

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

Company:	Serene construction llp	Date:	30/11/2019
Site:	Serene farm	Prepared by:	M.Mahesh
Report From / To	Site to Purchase	Approved by:	Syed Golam Sarwar
Report Date	30/11/2019		

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#
150105	26-11-19	1 to 5 and 8&9	WPC Main Dorr Frames	
150106	27/11/19	1	Electric Grass Cutting Machine	

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
94252	18-12-18	4	MOCCASIN TILES	110 nos box pending
94253	18-12-18	1	Rosso tiles	56 nos box pending
94248	18-12-18	3	Classic antico floor tiles	(PO-55314)74 no box pending
94376	20-03-19	1 & 3	Grills	Supplier arranging for materials
150026	03-09-19	1 to 9	Al Sliding Windows	Supplier arranging for materials
150086	06-11-19	5	Adonil-06 Nos Pending	Supplier arranging for materials
150104	26-11-19	11	Eco drain Material	2 Nos Pending
150107	27-11-19	1&3	40 Amps Isolator, 6 Amps MCB	Supplier arranging for materials
150108	27-11-19	1 to 2	Chicken Mesh, Bombay Brooms	Supplier arranging for materials
150109	28-11-19	1&2	Bombay Nails	Supplier arranging for materials
150110	29-11-19	1	Tan Brown Granite	Supplier arranging for materials
150111	29-11-19	1	SS Sink	Supplier arranging for materials
150112	29-11-19	1,2	White Cement , Fruit Packing Cover	Supplier arranging for materials

No. of gate passes issued this week:

Delivery van site visit on:

Form No.

To No.

27-11-2019

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

Yes

DC register Sl. No. during the week

From No.

4686

To No

4697

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	30-11-2019	30-11-2019	

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

Certified by:

Syed Golam Sarwar

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

Certified by:

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Mahesh

Admin Officer
Modi Farm House (Hyd) LLP