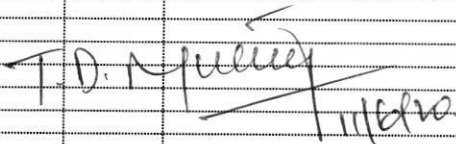
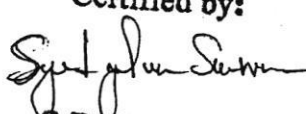


Prepared by:	T.D. Murthy			
Date:	11/6/2020			
Site:	Serene Constructions LLP		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
150231	13/05/20	MS Grills	Supplier arranging for materials	
150238	15/05/20	Anchor Bolts	Delivered, D.C. no. 2453, dtd. 10/06/2020	
150239	16/05/20	External paint	Delivered, D.C. no. 9718, dtd. 10/06/2020	
150241	16/05/20	CPVC Materials	Delivered, D.C. no. 9719, dtd. 10/06/2020	
150252	23/05/20	Bombay Nails	Delivered, D.C. no. 0050, dtd. 10/06/2020	
150255	29/05/20	Tube Lights	Delivered, D.C. no. 9715, dtd. 10/06/2020	
150256	29/05/20	MDF Boards	Delivered, D.C. no. 9716, dtd. 10/06/2020	
150257	30/05/20	7/20 Al. Service wire	Delivered, D.C. no. 9717, dtd. 10/06/2020	
150258	03/06/20	Wall Cladding tiles	Supplier arranging for materials	
150259	03/06/20	WC Washer	Stock with supplier, pick it from there	
150260	04/06/20	DB Box Change over	Delivered, D.C. no. 9714, dtd. 10/06/2020	
				

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

Company:	Serene construction llp	Date:	06-06-20
Site:	Serene farm	Prepared by:	Syed Golam Sarwar
Report From / To	25-05-2020 to 06-06-20	Approved by:	Syed.Golam Sarwar
Report Date	06-06-20		
List of requisitions numbers missing in the report :			
List of requisitions where PO/WO not prepared 3 working days after requisition: NIL			
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
150231	13-05-20	1 to 9	Black Powder Coated MS- Grills
150238	15-05-20	6	Anchor bolts
150239	16-05-20	3	External Paint
150241	16-05-20	1,2,6,7,11,12,14,15, 16,19,21	CPVC Material
150252	23-05-20	1 2	Bombay nails
150255	29-05-20	1	Tube lights
150256	29-05-20	1	MDF boards
150257	30-05-20	1	720/20 AI service wire
150258	03-06-20	1	Wall cladding tiles
150259	03-06-20	1	WC washer
150260	04-06-20	1	Db box changeover
No. of gate passes issued this week:			Nil
Delivery van site visit on:			Form No. Nil To No. Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase? 30-05-2020			
DC register Sl. No. during the week		From No.	To No.
		5073	5079
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair: NIL			
Other corrections & remarks:			
Details	Project Manager		Admin
Sign	Syed.Golam Sarwar		Officer/Manager
Date	06-06-20		M.Mahesh
			Admin Audit

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

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