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T.D. Mallory 25/6/20

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

|                                                                                                             |                          |                           |                                  |                                          |
|-------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|----------------------------------|------------------------------------------|
| Company:                                                                                                    | Serene construction llp  | Date:                     | 20-06-2020                       |                                          |
| Site:                                                                                                       | Serene farm              | Prepared by:              | M Mahesh                         |                                          |
| Report From / To                                                                                            | 15-06-2020 to 19-06-2020 | Approved by:              | Syed.Golam Sarwar                |                                          |
| Report Date                                                                                                 | 20-06-2020               |                           |                                  |                                          |
| 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   | Supplier arranging for materials         |
| 150259                                                                                                      | 03-06-20                 | 1                         | WC Washer                        | 04 nos Pending only                      |
| 150262                                                                                                      | 10-06-20                 | 1                         | Hammer Drill Machine             | PO is not prepared in Schedule time      |
| 150263                                                                                                      | 12-06-20                 | 1,2,3                     | Club house maintenance material  | Incomplete Material received in the site |
| 150264                                                                                                      | 13-06-20                 | 1                         | TAAC - 90( Trichloroacetic Acid) | Supplier arranging for materials         |
| 150269                                                                                                      | 15-06-20                 | 1                         | Hand Sanitizer                   | Supplier arranging for materials         |
| 150270                                                                                                      | 17-06-20                 | 1                         | Concealed Flush Tank             | Supplier arranging for materials         |
| 150273                                                                                                      | 19-06-20                 | 1,2                       | Rain Coats & Umbrella            | Supplier arranging for materials         |
| No. of gate passes issued this week:                                                                        |                          | Nil                       |                                  |                                          |
| Delivery van site visit on:                                                                                 |                          | Form No.                  | Nil                              | To No.                                   |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                 |                          | 17-06-2020                | Nil                              | Nil                                      |
| DC register Sl. No. during the week                                                                         | From No.                 | 5077                      | To No.                           | 5108                                     |
| Items not ordered but received:                                                                             | Yes                      |                           |                                  |                                          |
| Items sent to HO /vendor that are pending for repair:                                                       | NIL                      |                           |                                  |                                          |
| Other corrections & remarks:                                                                                |                          |                           |                                  |                                          |
| Details                                                                                                     | Project Manager          |                           |                                  |                                          |
| Sign                                                                                                        | Syed.Golam Sarwar        | Admin Officer/Manager     | Admin Audit                      |                                          |
| Date                                                                                                        | 20-06-2020               | M.Mahesh                  | 20-06-2020                       |                                          |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiva@modiproperties.com](mailto:ashaiva@modiproperties.com) and [rajikumar@modiproperties.com](mailto:rajikumar@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!

Syed Golam Sarwar  
20-06-20

Mahesh  
20/6/2020