

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

Company:	Serene construction llp	Date:	18-07-2020			
Site:	Serene farm	Prepared by:	M Mahesh			
Report From / To	13-07-20 to 18-07-20	Approved by:	Syed.Golam Sarwar			
Report Date	18-07-2020					
List of requisitions numbers missing in the report: NIL						
List of requisitions where PO/WO not prepared 3 working days after requisitions: 02						
Req No.	Req Date	Serial No of item in Req	Item Description	Reason for not preparing PO/WO		
150295	15-07-20	1	Bosch- GBH (Hammer Drill)	Till Req.not find in DB, after complete 3days		
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		
150283	30-06-20	1 to 4	TVS Generator Spares	Supplier arranging for Material		
150286	04-07-20	1 to 7	Electrical & plumbing tools	Supplier arranging for Material		
150293	13-07-20	1 to 10	Fruit Plants	Supplier arranging for Material		
150294	13-07-20	1 to 5	Fruit Plants	Supplier arranging for Material		
150297	16-07-20	1	Stone Kaddis	Supplier arranging for Material		
No. of gate passes issued this week:		NIL	Form No.	NIL	To No.	NIL
Delivery van site visit on:		15-07-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	5160	To No	5168	
Items not ordered but received: NIL						
Items sent to HO /vendor that are pending for repair: NIL						
Other corrections & remarks: NIL						
Details	Project Manager		Admin Officer/Manager	Admin Audit		
Sign	Syed.Golam Sarwar		M.Mahesh			
Date	18-07-2020		18-07-2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Certified by:

Syed.Golam Sarwar

S.R. ENGINEER

Modi Farm House (Hyd) LLP

Certified by:

Mahesh

Admin Officer

Modi Farm House (Hyd) LLP