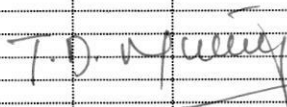
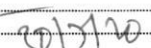
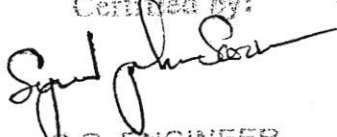


Prepared by:	T.D. Murthy			
Date:	30/07/2020			
Site:	Serene Constructions LLP		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
150262	10/06/20	Hammer Drill Machine	Tomorrow delivery	
150286	04/07/20	Electrical & Plumbing Tools	Tomorrow delivery	
150293	13/07/20	Fruit plants	Tomorrow delivery	
150294	13/07/20	Fruit plants	Tomorrow delivery	
150296	16/07/20	Shabad stones	Tomorrow delivery	
150297	16/07/20	Stone Kaddis	Delivery by Monday	
150301	17/07/20	Barbed wire	Tomorrow delivery	
150303	17/07/20	External Wall Primer	Tomorrow delivery	
150306	20/07/20	Surface Tube light fittings - 05nos	Tomorrow delivery	
150308	21/07/20	Computer key board & mouse	Tomorrow delivery	
150312	23/07/20	MS Sq. pipes	Tomorrow delivery	
 				

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

Company:	Serene construction llp	Date:	25-07-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	20-07-20 to 25-07-20	Approved by:	Syed.Golam Sarwar
Report Date	25-07-2020		
List of requisitions numbers mis'ing 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			
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			
150262	10-06-20	1	Hammer drill Machine
150286	04-07-20	1,2 to 4 to 5	Electrical & plumbing tools
150293	13-07-20	1 to 10	Fruit Plants
150294	13-07-20	1 to 5	Fruit Plants
150296	16-07-20	1	Shabad Stone
150297	16-07-20	1	Stone Kaddis
150301	17-07-20	1	Barbed Wire
150303	17-7-20	1	External wall Primer
150306	20-7-20	1	Surface Tube light fitting 4ft,Balance 05 nos pending
150308	21-7-20	1	Computer key board & Mouse
150312	23-07-20	1	MS Square Pipe
No. of gate passes issued this week:		NIL	Form No.
Delivery van site visit on:		22-07-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5169	To No. 5182
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	25-07-2020	25-07-2020	

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

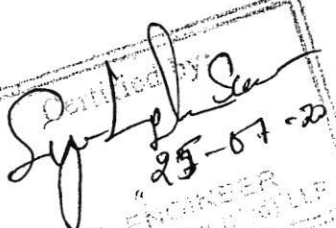
Certified by:

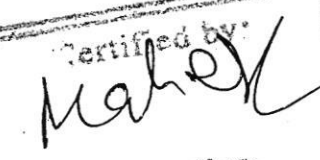
M. Mahesh
 Admin Office,
 Modi Farm House (Hyd) LLP

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

Company:	Modi Farm House(Hyd)LLp	Date:	25-07-2020
Site:	Serene farms	Prepared by:	M Mahesh
Report From / To	20-07-20 to 25-07-20	Approved by:	Syed.Golam Sarwar
Report Date	25-07-2020		
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			
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			
NIL	NIL	NIL	NIL
DC register Sl. No. during the week		From No.	To No
		NIL	NIL
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
Sign	Syed.Golam Sarwar		M.Mahesh
Date	25-07-2020		25-07-2020

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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:
 25-07-20
 S.D. ENGINEER
 Modi Farm House (Hyd) LLP


 Certified by:
 M Mahesh
 Admin Officer
 Modi Farm House (Hyd) LLP