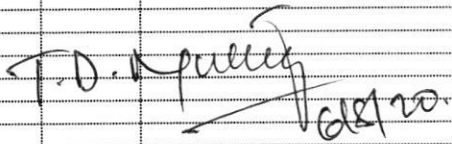


Prepared by:	T.D. Murthy			
Date:	6/8/2020			
Site:	Serene Constructions LLP		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
150319	29/07/20	Plants	Under estimate	
150293	13/07/20	Fruit plants	Tomorrow delivery	
150294	13/07/20	Fruit plants	Tomorrow delivery	
150296	16/07/20	Shabad stones	Delivered DC no. 189,190, dtd. 03/08/2020	
150297	16/07/20	Stone Kaddis	Delivered DC no. 8, dtd. 04/08/2020	
150306	20/07/20	Surface Tube light fittings - 05nos	Tomorrow delivery	
150308	21/07/20	Computer key board & mouse	Tomorrow delivery	
150314	23/07/20	Sanitary Materials	Stock at SSLLP, collect from stores	
150317	28/07/20	Wall cladding tiles	Work in progress	
150321	30/07/20	MS Sq. pipes, Flat patti & Machine blade	Delivery by Saturday	
				

Company:	Serene construction llp	Date:	01-08-2020				
Site:	Serene farm	Prepared by:	M Mahesh				
Report From / To	27-07-2020 to 01-08-2020	Approved by:	Syed.Golam Sarwar				
Report Date	01-08-2020						
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			
150319	29-07-20	1 to 5	Plants	Req sent on 29.07.20 till PO pending			
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			
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			
150296	16-07-20	1	3388.00 sft pending to received ,Shabad Stone	Supplier arranging for Material			
150297	16-07-20	1	Stone Kaddis	Supplier arranging for Material			
150306	20-7-20	1	Surface Tube light fitting 4ft,Balance 05 nos pending	Supplier arranging for Material			
150308	21-7-20	1	Computer key board & Mouse	Supplier arranging for Material			
150314	23-07-20	1 to 3,6	Sanitary Material	Supplier arranging for Material			
150317	28-07-20	1	Wall cladding tiles	Supplier arranging for Material			
150321	30-07-20	1 to 6	MS Square Pipe, flat patti, etc	Supplier arranging for Material			
No. of gate passes issued this week:			NIL	Form No.	NIL	To No.	NIL
Delivery van site visit on:			31-07-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl. No. during the week			From No.	5195	To No	5206	
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.Sarwar		M.Mahesh		M Mahesh	
Date		31-07-2020		31-07-2020			

Certified by:
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:	01-08-2020	
Site:	Serene farms		Prepared by:	M Mahesh	
Report From / To	27-07-20 to 01-08-2020		Approved by:	Syed.Golam Sarwar	
Report Date	01-08-2020				
List of requisitions numbers missing in the report: NIL ✓					
List of requisitions where PO/WO not prepared 3 working days after requisitions:					
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 ✓	NIL ✓	
DC register Sl. No. during the week		From No.	NIL	To No	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	Admin Audit	
Sign	Syed.Golam Sarwar		M.Mahesh		
Date	01-08-2020		01-08-2020		

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 office-s 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!

G. Siva prasad

