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

Care		construction llp	Date:			29-08-2020		
701111111111111111111111111111111111111		farm		1 Tepared oj.		M Mahesh		
Report From / 24-0		-2020 to 29-08-2020	Aŗ	Approved by:		Syed.Golam Sarwar		
Го	20.00	2020						
Report Date	29-08	' ' ' ' the wonert'	NII.					
List of requisi	tions numb	ers mis`ing in the report: 1 PO/WO not prepared 3	working day	s after requisi	tions: 02			
List of requisi	tions where	FO/WO not propared						
Req No.	Req Date	Serial No of item in Req	Item Description		ì	Reason for not preparing PO/WO		
	'ti -ma vyhore	Req PO/WO is prepared and	items have	not been recei	ved at site	beyond the	lead time:	
Req No.   Req Date		Serial no of item in	Item Description			Supplier		
150328	12-08-20	Req. 1 to 9	Slidin	g windows		Supplier will arrange the material		
150331	21-08-20	3,4,,7,8,10,,14,18,	CPV	C Material	aterial Supplie		ier will arrange the material	
150332	21-08-20	24,25 1 TO 13	CF	Fittings	Supp	Supplier will arrange material		
150333	21-08-20	4 to 9	СР	Saniotary	Supp	olier will ar materia	range the	
150334	21-08-20	3,5,6&14	Eco dr	ain Maxterial	Sup	plier will ar	er will arrange the material	
150335	21-08-20	) 1-4 and 6-8, 14&15	PVC	Rigid pipe			range the	
150336	21-08-20	0 1,2	Во	mbay nails	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		rrange the	
150337	21-08-2	0 1-4 and 5-9		ors & Hardwa	re Sup	Supplier will arrange the material		
15055.				locks	lo. 1152			
No of gate	passes issue	ed this week:	01	Form N	19-8-2020	10140	<u>, 115.</u>	
							/es	
Inward repo	ort (MRN/o	ther) & stock report email	ed in pdf format to purchase?		20	To No	5337	
DC register	Sl. No. dur	ring the week	From No.	33	3V	10110		
Itama not o	rdered but r	eceived: NIL					<del></del>	
Items sent t	o HO /venc	lor that are pending for re	pair: NIL	· · · · · · · · · · · · · · · · · · ·				
Other corre	ctions & re	marks: NIL				Admin	dmin Audit	
Details		Project Manager		Officer/M		1144		
Sign		Syed.Golam Sarwar			M.Mahesh 29-08-2020			
Date 29-08-2020  Notes: 1 * Send a copy of the missing requisitions to Po								

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, 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!

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



Page 1 of 1

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	Mad	i Farm House(Hyd)l	IIn	Date:		29-08-	2020		
Company:			Prena	Prepared by:		M Mahesh			
Site:	Serene farms			oved by:	Syed.Golam Sarwar				
Report From / 24-8		8-20 to 29-08-20		Appr	oved by.	Syvan			
То									
Report Date		8-2020							
List of requis	itions num	pers missing in the r	eport:	NIL					
List of requis	itions wher	re PO/WO not prepa	red 3	working days	after requisition	ons:			
Req No.	Req Date	Serial No of iter	Serial No of item in Req		Item Description		Reason for not preparing PO/WO		
i -	l	Pag							
List of requis	itions whe	re PO/WO is prepare	ed and	l items have not	been receive	d at site	beyond th	e lead time:	
	Req Date		Serial no of item in Req.		Item Description		Details of discussion with		
Req No.	Keq Dat	·					Supplier		
777	NIII	NIL		NI	T.	NIL			
NIL	NIL		T 1	L	NIL	<del>'</del>	To No	NIL	
DC register S	DC legister St. 140. during the West				From No. NIL To No				
Items not ord	lered but re	ceived: NIL							
Items sent to	HO /vend	or that are pending f	or rep	air: NIL				····	
Other correc	tions & rer	narks: NIL							
Details		roject Manager		Admin	Admin Audit		Audit		
Details	1	101000 1		Officer/Ma					
<u> </u>	Synd Colom Sarayar				M.Mahesh				
	Sign Syed.Golam Sarwar				29-08-2020				
Date 29-08-2020 29-08-2020 29-us-2020 29-us-2020								diproperties.com	

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Certified by:

Sued when Scorwell

S.R. ENGINEER

Madi Farm House (Hyd) LLP

Value (Hyd) LLP