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

Company: Ser		Serene	erene construction llp			Date:		05-09-2020			
		Serene	ne farm		Prepared by:		M Mahesh				
		2020 to 04-09-2020		Approved by:		Syed.Golam Sarwar		war			
То											
Report Date		05-09-2									
List of requis	itions	number	rs mis'ing in the report:	NIL							
List of requis	itions	where l	PO/WO not prepared 3	working	days a	fter requisitio					
Req No.	Req Date		Serial No of item in Req	Ite	em Description		Reason for not preparing PO/WO				
List of requis	itions	where	PO/WO is prepared and	items ha	ave not	been received	l at site	beyond th	e lead time:		
	Req No. Req Date				Item Description			Details of discussion with			
244			Req.	-			Supplier				
150328	12-0	08-20	1 to 9	Sliding windows		Supplier will arrange the material					
150333 · 21		08-20	4 to 9	CP Saniotar		iotary	Supp		lier will arrange the		
	<u></u>					material					
150338	24-	08-20	1,2	HOB (NORA 3B),		Supplier will arrange the					
				CHIMNEY (CLARA		material					
				NEO)		Cymplian will amongs the					
150344	31	-8-20	1,2	Ceilingfan, Fan Rod CPVC material		Supplier will arrange the material					
	 	00.00	1 4 10 41 42 420 44			Supplier will arrange the					
150346 01-0		-09-20	1,4,19,41,42,43&44	CF VC maio		iateriai	material				
No. of gate p		ianuad t	this wook:	NI	T	Form No.	NIL	To N			
Delivery var			illis week.	111			9-2020				
Jenverd van	+ (NAT	NI/othe	r) & stock report emails	ed in pdf	format		7 2020		Yes		
Inward report (MRN/other) & stock report emailed DC register Sl. No. during the week				From No. 5351		5351		To No	5372		
Items not or	darad	hut rece		10111110	•						
			that are pending for rep	air: NII			12-2-				
				411. 1412					·····		
Other corrections & remain Details Pro			oject Manager			Admin		Admin Audit			
Details		110	oot Managor			Officer/Manager					
Sign		Sve	Syed.Golam Sarwar			M.Mahesh					
Date			05-09-2020			05-09-2020					
Date		1 03-0	- i i a a a i i i i a a a a Dun	1	. 11-4-1			roboso@mo	linroperties com		

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

Sur Jun Serv

S.R. ENGINEER

Modi Farm House (Hyd) LLP

Partified by Agmin 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:	05-09-2		9-2020	2020		
		Serene farms			Prepa	red by: M Mah		lahesh	iesh		
Report From / 3		31-8-20 to 04-09-20			Appro	oved by: Syed.G		I.Golam Sai	olam Sarwar		
To								<u></u>			
Report Date 05-		05-09-2	5-09-2020								
			rs missing in the r							. ,	
List of requis	itions v	where 1	PO/WO not prepa	red 3	working	days a	fter requisition	ons:			
Req No.	Req Date		Serial No of item in Req		Item Description		Reason for not preparing PO/WO				
150347	02-9	-20	1 to 5		Clea	nimg l	Material		Till PO is not done.		
List of requis	itions v	where]	PO/WO is prepare	ed and	l items ha	ve not	been receive	d at sit	te beyond th	ne lead time:	
Req No.	Req	Date	Serial no of item in		Item Description		Details of discussion with				
			Req.				Supplier				
150348	03-0	9-20	1 to 5		Statio	onery & item			Till PO is n	Il PO is not done.	
DC register S	l. No.	during	the week	F	rom No.		NIL To No NIL			NIL	
Items not ord	ered bu	ıt rece	ived: NIL								
Items sent to	HO/ve	endor t	hat are pending for	or rep	air: NIL						
Other correct	ions &	remar	ks: NIL								
Details		Project Manager				Admin Officer/Manager		Admin	Admin Audit		
Sign		Syed.Golam Sarwar				_	M.Mahesh				
Date		05-09-2020					05-09-2020				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and <a href="mailto:raight:r

Certified by:

US.R. ENGINEER Moti Farm House (Hyd) LLP Pertified by Makey Makey Makey Modi Farm House (Hyd) LLP