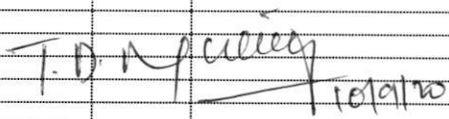
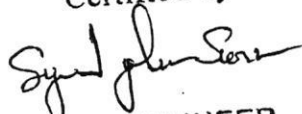


Prepared by:	T.D. Murthy			
Date:	10/9/2020			
Site:	Serene Constructions LLP		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
150328	12/08/20	Al. sliding windows	Saturday delivery	
150333	21/08/20	CP Fittings	Stock ready with SSLLP, please collect.	
150338	24/08/20	Hob and Chimney	Stock ready with SSLLP, please collect.	
150344	31/08/20	Ceiling Fan and Fan Rod	Delivered, DC. No. 0152, dtd. 03/09/2020	
150346	01/09/20	CPVC Materials	Delivered, DC. No. 10959, dtd. 02/09/2020	
				

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

Company:	Serene construction llp	Date:	05-09-2020			
Site:	Serene farm	Prepared by:	M Mahesh			
Report From / To	29-08-2020 to 04-09-2020	Approved by:	Syed.Golam Sarwar			
Report Date	05-09-2020					
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		
150328	12-08-20	1 to 9	Sliding windows	Supplier will arrange the material		
150333	21-08-20	4 to 9	CP Sanitary	Supplier will arrange the material		
150338	24-08-20	1,2	HOB (NORA 3B), CHIMNEY (CLARA NEO)	Supplier will arrange the material		
150344	31-8-20	1,2	Ceilingfan, Fan Rod	Supplier will arrange the material		
150346	01-09-20	1,4,19,41,42,43&44	CPVC material	Supplier will arrange the material		
No. of gate passes issued this week:		NIL	Form No.	NIL	To No.	NIL
Delivery van site visit on:		02-09-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	5351	To No	5372	
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	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 rajikumam@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

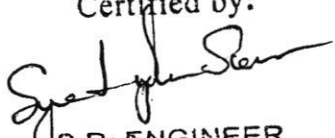
Certified by:

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:	05-09-2020	
Site:	Serene farms		Prepared by:	M Mahesh	
Report From / To	31-8-20 to 04-09-20		Approved by:	Syed.Golam Sarwar	
Report Date	05-09-2020				
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	
150347	02-9-20	1 to 5	Cleaning Material	Till PO is not done.	
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	
150348	03-09-20	1 to 5	Stationery & general items	Till PO is not done.	
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	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 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!

Certified by:

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

Certified by:

Admin Office.
 Modi Farm House (Hyd) LLP