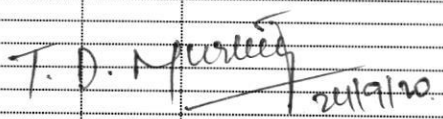
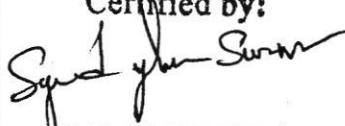


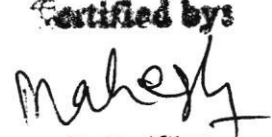
Prepared by:	T.D. Murthy				
Date:	24/09/2020				
Site:	Serene Constructions LLP				
				Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
150354	05/09/20	Bathroom Tiles	Searching in a market		
150357	11/09/20	Tiles for site villas	Searching in a market		
150338	26/08/20	Hob & Chimney	Saturday delivery		
150351	05/09/20	MS Gazette plates	Delivered		
150352	05/09/20	1/18 black wire	Delivered, DC no. 11293, dt. 23/09/2020		
150359	12/09/20	Zycosil	Delivered, DC no. 11168, dt. 16/09/2020		
150361	12/09/20	Flood Lights	Delivered, DC no. 1079/0164, dt. 16/09/2020		
150363	15/09/20	Earth pipe & Copper plates	Delivered, DC no. 11289, dt. 23/09/2020		
150366	16/09/20	Welding rods & cutting wheels	Monday delivery		
150367	12/09/20	Paints, Lappum & Primer etc.	Delivered, DC no. 11294, dt. 23/09/2020		
					

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

Company:	Serene construction llp	Date:	19-09-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	12-09-2020 to 19-09-2020	Approved by:	Syed.Golam Sarwar
Report Date	19-09-2020		
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
150354	05-09-20	2, 3 & 1,2	Bathroom tiles
150357	11-09-20	1 to 4	Tiles for Site Villas
Reason for not preparing PO/WO			
Req: sent to MD's approval			
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
150338	26-08-20	1,2	HOB & Chimney CLARA NEO
150351	05-09-20	2	MS.Plates Gazette
150352	05-09-20	2	1/18 black wire
150359	12-09-20	4	ZYCOSIL
150361	12-09-20	2	FLOOD LIGHTS (Warm)
150363	15-09-20	1&2	Earth Pipe, Copper Plate
150366	16-09-20	1&2	Welding Rods& Cutting Wheel(4")
150367	16-09-20	1to5	Paints Lappam ,primer etc
Details of discussion with Supplier			
Items Out of 09 nos 08 nos received in Site			
Supplier will arrange the material			
No stock at sslp 11293-28/9/20			
Supplier will arrange the material 11168, 16/9/20			
Actually we require flood warm lights , But supplier send white colour. So need Yellow colour model Lights. -1079, 16/9/20			
Supplier will arrange the material 11289-23/9/20			
Supplier will arrange the material 11294-23/9/20			
No. of gate passes issued this week:		NIL	Form No. NIL
Delivery van site visit on:		16-09-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5397	To No. 5413
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	19-09-20	19-09-20	

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

Certified by:

Admin Office