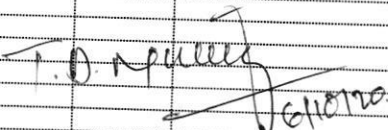
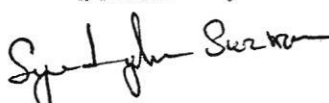


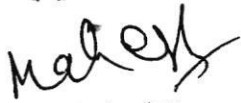
Prepared by:	T.D. Murthy				
Date:			6/10/2020		
Site:	Serene Constructions LLP				
				Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
150338	26/08/20	Hob & Chimney	Tomorrow delivery		
150354	05/09/20	Bathroom tiles	Searching in a market		
150357	11/09/20	Tiles for site villas	Searching in a market		
150366	16/09/20	Welding rods & cutting wheel	Delivered, DC no. 1705, dt. 17/09/2020		
150367	17/09/20	Metal primer & Turpent oil	Tomorrow delivery		
150369	18/09/20	Warmlights - Threaded	Delivered, DC no. 1197, dt. 26/09/2020		
150373	22/09/20	Damp guard and wall care putty	Delivered, DC no. 11414, dt. 30/09/2020		
150374	22/09/20	Concealed flush tanks	Delivered, DC no. 11416, dt. 30/09/2020		
					

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

Company:	Serene construction llp	Date:	26-09-2020	
Site:	Serene farm	Prepared by:	M Mahesh	
Report From / To	21-09-2020 to 26-09-2020	Approved by:	Syed.Golam Sarwar	
Report Date	26-09-2020			
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
150338	26-08-20	1,2	HOB & Chimney CLARA NEO	Items Out of 09 nos 08 nos received in Site
150354	05-09-20	2, 3 & 1, 2	Bathroom tiles	Req: sent to MD's approval
150357	11-09-20	1 to 4	Tiles for Site Villas	Req: sent to MD's approval
150366	16-09-20	1,2	WeldingRods & Cutting Wheel(4")	Supplier will arrange the material 1205-12/9/20
150367	17-09-20	4,5	Metal primer(red oxide), Turpeintoil	Supplier will arrange the material
150369	18-09-20	1	Warmlights (Threaded)	Supplier will arrange the Material 1192-26/9/20
150373	22-09-20	1,2	DampGuard and Wallcare Putty	Supplier will arrange the Material 11414-30/9/20
150374	22-09-20	1	Concealed flush tanks	Supplier will arrange the material 11416-30/9/20
No. of gate passes issued this week:		01	Form No.	1153 To No. 1153
Delivery van site visit on:		23-09-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week		From No.	5413	To No 5432
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	26-09-20		26-09-20	

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

Certified by:

M Mahesh
 Admin Office
 Modi Farm House (Hyd) L.P.