

Prepared by:	T.D. Murthy				
Report Date	31/12/2020				
Site	Serene Constructions LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150433	03-12-2020	Cutting plier & Tester	Local purchase by Site only, informed to Sarwar.		
150449	24-12-2020	Lappum & Paint	Lappum delivered, ACE stock at SLLP, we will arrange by next week		
List of requisitions Where PO/WO is prepared and items have not received at site					
150424	19/11/20	Al. windows	Monday delivery		
150425	19/11/20	MS Grills	Delivered.		
150444	15/12/20	Modular Kitchen	Supplier will arranging for material		
150445	16/12/20	CP Material	Ready at SLLP, we will arrange by next week		
150446	16/12/20	Sanitary material	Ready at SLLP, we will arrange by next week		
150448	21/12/20	Shabad stone	Delivered.		
	19/12/20	Hammering machine	Delivered.		
	19/12/20	Open well submersible pump	Under repair, we will intimate delivery date.		

T.D. Murthy
31/12/20.

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

Company:	Serene construction llp	Date:	26-12-2020	
Site:	Serene farms	Prepared by:	G.Siva prasad	
Report From / To	19-12-2020 to 26-12-2020	Approved by:	Syed.Golam Sarwar	
Report Date	26-12-2020			
List of requisitions numbers mis'ing 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
150433	03-12-20	3,4	Cutting plier,tester	
150449	24-12-20	1 to 3	Lappum,paint	
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
150424	19-11-20	1 to 10	Aluminum windows	Supplier is arranging materials
150425	19-11-20	1 to 9	MS grills	Supplier is arranging materials
150444	15-12-20	1 to 3	Modular kitchen	Supplier is arranging materials
150445	16-12-20	6,7,11,12,15,16	Cp material	Supplier is arranging materials
150446	16-12-20	1,2,3,5	Sanitary material	Supplier is arranging materials
150448	21-12-20	1	Shabad stones	Supplier is arranging materials
No. of gate passes issued this week:	-	From No.	To No.	
Delivery van site visit on:	23/12/20			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	5594	To No	5609
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair:1.Hammering machine-01 nos 2.open well submersible pump-01nos				
Other corrections & remarks: NIL				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	Syed.Golam Sarwar	G.Siva prasad		
Date	26-12-20	26-12-20		

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!