

Prepared by:	T.D. Murthy				
Report Date	4/2/2021				
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?
150467	18/01/21	PPC Cement	Delivered.		
List of requisitions Where PO/WO is prepared and items have not received at site					
150456	05/01/20	Al. windows	Monday delivery		
150464	13/01/21	SS Plate	Monday delivery		
150465	13/01/21	MS Patti	Cancelled by M.D.		
150471	23/01/21	SS Screws & Fishers	Delivered.		
-	19/12/20	Open well submersible pump	Under repaire, we will intimate delivery date.		
-	23/01/21	Canon printer	Under repaire, we will intimate delivery date.		

T.D. Murthy
4/2/21.

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

Company:	Serene construction llp	Date:	30-01-2021			
Site:	Serene farms	Prepared by:	G.Siva prasad			
Report From / To	23-01-2021 to 30-01-2021	Approved by:	Syed.Golam Sarwar			
Report Date	30-01-2021					
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		
150467	18-01-21	1	Ppc cement			
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		
150456	05-01-21	1 to 9	Aluminum windows	Supplier is arranging materials		
150464	13-01-21	1	SS plate	Supplier is arranging materials		
150465	13-01-21	1 to 3	Ms Patti	Supplier is arranging materials		
150471	23-01-21	1,2	Ss screws & fischers	Supplier is arrainging materials		
No. of gate passes issued this week:		1	From No.	1269	To No.	1269
Delivery van site visit on:		27/01/2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	5665	To No	5667	
Items not ordered but received: NIL						
Items sent to HO /vendor that are pending for repair:1.open well submersible pump-01 nos 2.canon printer-01 nos						
Other corrections & remarks: NIL						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	Syed.Golam Sarwar		G.Siva prasad			
Date	30-01-2021		30-01-2021			

Notes: 1. * Send a copy of the missing requisitions to the concerned authority.

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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 with 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:
Syed Jahan Saad
S.R. ENGINEER
Modi Farm House (Hyd) LLP

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Certified by:
G. J. Naprosad
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