

Prepared by:		T.D. Murthy			
Report Date		03-05-2021			
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?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
150483	13-02-21	Hob and Chimney	Supplier arranging for material		
150514	31-03-21	Tanbrown Granite	Partly delivered, balance next week		
150487	18-02-21	Curtain Rod with Brackets	Next week delivery		
150517	12-04-21	Fescus Grass and Plants	Delivered		
150518	19-04-21	CP Materials	This week delivery		
150519	19-04-21	Sanitary materials	This week delivery		
150520	19-04-21	CPVC Pipe & Coupling, Unions	This week delivery		

T.D. Murthy
27/5/21

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

Company:	Serene constructions llp	Date:	24-04-2021				
Site:	Serene farms	Prepared by:	G.siva prasad				
Report From / To	17-04-2021 to 24-04-2021	Approved by:	Syed golam sarwar				
Report Date	24-04-2021						
List of requisitions numbers missing in the report*:							
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No.	Req Date	Sl. Of requisition	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.	Details of discussion with supplier\$				
150483	13-02-21	1,2	Supplier is arranging materials				
150487	18-02-21	1 to 4	Online purchase				
150514	31-03-21	2	Supplier is arranging materials				
150517	12-04-21	1,2	Supplier is arranging materials				
150518	19-04-21	1,4,5,6,9,10	Supplier is arranging materials				
150519	19-04-21	1 to 3	Supplier is arranging materials				
150520	19-04-21	1 to 3	Supplier is arranging materials				
No. of gate passes issued this week:		Nil	From No. - To No. -				
Delivery van site visit on:		07/04/21					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No				
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-	-	
2.	10mm	.617	7.404	-	-	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire						
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	21 bags	PPC/PSC last weeks stock	30 bags
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		24-04-2021		24-04-2021			

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:

G. Siva prasad
S.R. ENGINEER
Modi Farm House (Hyd) LLP

Certified by:

G. Siva prasad
Admin Office
Modi Farm House (Hyd) LLP