

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

Company:	Serene constructions llp	Date:	08-05-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	03-05-2021 to 08-05-2021	Approved by:	Syed golam sarwar
Report Date	08-05-2021		

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	Item Description	Reason for not preparing PO/WO [#]
150521	21-04-21	1	Telescopic poles for street light	
150523	23-04-21	2	sanitizers	

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 ^{\$}
150483	13-02-21	1,2	Hob and chimney	Supplier is arranging materials
150487	18-02-21	1 to 4	Curtain rods with brackets	Supplier is arranging materials
150514	31-03-21	2	Tan brown granite	Supplier is arranging materials
150518	19-04-21	1,4,5,6, 9,10	Cp materials	Supplier is arranging materials
150519	19-04-21	1 to 3	Sanitary	Supplier is arranging materials
150520	19-04-21	1 to 3	Cpvc pipe,coupling,union	Supplier is arranging materials
150522	22-04-21	1	Ceiling fans	Supplier is arranging materials
150523	23-04-21	1	Pvc gampa	Supplier is arranging materials
150524	26-04-21	1	Ppc cement	Supplier is arranging materials
150527	26-04-21	1	Ms round pipe	Supplier is arranging materials
150528	26-04-21	1,2	Led lights	Supplier is arranging materials
150529	27-04-21	1	Cp square jali	Supplier is arranging materials
150530	04-05-21	1	Bulk head lights	Supplier is arranging materials
150532	05-05-21	1	Lappam bags	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	7 bags	PPC/PSC last weeks stock	12 bags
-----------	-----	----------------------	-----	---------------	--------	--------------------------	---------

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	08-05-2021	08-05-2021	

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

Page 1 of 1

Certified by:

G. Sivaprasad
Admin Office
Modi Farm House (Hyd) LLP

Prepared by:		T.D. Murthy			
Report Date		08-05-2021			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150521	21-04-2021	Telescopic Poles for Street Light	Estimate to be prepare		
150523	23-04-2021	Sanitizers	PO to be issue		
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		
150514	31-03-21	Tanbrown Granite	Next week delivery		
150518	19-04-21	CP Materials	Next week delivery		
150519	19-04-21	Sanitary materials	Next week delivery		
150520	19-04-21	CPVC Pipe & Coupling, Unions	Next week delivery		
150522	22-04-21	Ceiling Fans	Next week delivery		
150523	23-04-21	PVC Gampas	Next week delivery		
150524	26-04-21	PPC Cement	Next week delivery		
150527	26-04-21	MS Round pipes	Next week delivery		
150528	26-04-21	Led Lights	Next week delivery		
150529	27-04-21	CP Square Jali	Next week delivery		
150530	04-05-21	Bulk Head Lights	Next week delivery		
150532	05-05-21	Luppam bags	Next week delivery		