

Prepared by:		T.D. Murthy			
Report Date		29-05-2021			
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					
150514	31-03-21	Tanbrown Granite	Delivered		
150518	19-04-21	CP Materials	Delivered		
150524	26-04-21	PPC Cement	Part delivered, balance next week		
150527	26-04-21	MS Round pipes	Monday delivery		
150533	10-05-21	PVC Pipes & Round covers	Next week delivery		

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

Company:	Serene constructions llp	Date:	22-05-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	15-05-2021 to 22-05-2021	Approved by:	Syed golam sarwar
Report Date	22-05-2021		
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
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
150514	31-03-21	2	Tan brown granite
150518	19-04-21	10	Cp extension nipple
150524	26-04-21	1	Ppc cement
150527	26-04-21	1	Ms round pipe
150533	10-05-21	1,2	Pvc pipes and round covers
Details of discussion with supplier ^s			
Supplier is arranging materials			
Supplier is arranging materials			
Supplier is arranging materials			
Supplier is arranging materials			
Supplier is arranging materials			
No. of gate passes issued this week:			
Nil		From No.	-
		To No.	-
Delivery van site visit on: 09/05/21			
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
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
Sign			Admin Audit
Date		22-05-2021	22-05-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikunam@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
Admin Office
Modi Farm House (Hyd) LLP

Certified by:
G. Siva Prasad
S.R. ENGINEER
Modi Farm House (Hyd) LLP