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

Company:	Seren	ne constructions llp			2:	T	14-08-2021						
Site: Serene farms				Prepared by:			G.siva prasad						
Report From	1/To 07-08	-2021 to 14-08-2					Syed golam sarwar						
Report Date													
List of requi	sitions numbers	nissing in the rep	ort :										
List of requi	sitions where PO	/WO not prepare	d 3 working	days	after requisitio	n:							
Req No.	Req Date	Sl. Of		Item Description			Reas	son for no	prepa	ring PO/WO"			
		requisition		•									
150544	09-06-21	1 to 6	Cur	tains		Online purchase							
150545	09-06-21	1 to 3	Cur	rtain rods			Online purchase						
				-	*								
List of requi	sitions where PO	/WO is prepared	and items ha	ve no	ot been received	at sit	e beyond	the lead ti	me:				
Req No.	Req Date	Serial no of		Item	Description	Detai	ls of discu	ssion v	with suppliers				
150562		item in Req.											
150562 150567	29-07-21	1	Hp lapto				Supplier is arranging materials						
150569	04-08-21	1	4-core ca				Supplier is arranging materials						
130309	05-08-21	1		distribution			Supplier is arranging materials						
	+		board										
	+	-											
									25.				
No. of gate r	passes issued this	week.	1	_	From No.		1284	To No.		1204			
	site visit on:	WOOK.	- '		Mon No.	1.							
		stock report em	oiled in ndf fo		t to mumahasan	14	/08/2021		/27				
	dered but receive		aned in purit	omia	t to purchase?			Yes	s / No				
	tions & remarks:												
	el & cement sto												
Sl. No	Tor size		Wt. for 12 i		Stock at site	I C4-	cock at site in Previous stock in Kos						
31. NO	TOT SIZE			mur	1			in Previous stock in Kg		ock in Kgs			
1.	8mm	.395	rod – kgs	4.74									
2.	10mm	.617		404	+	-		-					
3.	12mm	.89		0.68	-	+-		-					
4.	16mm	1.58		8.96		-			-				
5.	20mm	2.47		9.64		-		-					
6.	25mm	3.86		5.32	-	-		-					
7.	32mm	6.32		5.84	-	-		+					
8.	Binding wire	0.52	,,,			<u> </u>							
OPC stock	nil	OPC last	nil		PPC/PSC	C/PSC 0 ba		DDC/DS	Cloot	Obags			
OI O SHOOK IIII		weeks stock		stock		" "	53		PPC/PSC last Obag weeks stock				
Details		Project Manage		Admin Officer/Manager			Admin Audit						
Sign								Admini Audit					
Date		14-08-2021	***************************************		14-08-2021			-					
Notes: 1. * Send	a copy of the missing	requisitions to Purcha	se immediately. 2	2. Send	this report to purch	ase@m	odipropertie	s.com. ashaiy	@modir	mperties com and			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 transit, WO - under fabrication, WO - material for 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!



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

Company		1		45.44	_								
			odi farm house(hyd)llp						14-08-2021				
									iva prasad				
			-08-2021 to 14-08-2021			Approved by: Syed			golam sarwar				
Report Da			8-2021										
List of req	uisitions nu	mbers	missing in the re	eport :									
List of req	uisitions wh	iere PC	D/WO not prepar	red 3 working	g day	ys after requisiti	on:						
Req No. Req Date			Sl. Of		Item Description					for not prepa	ring PO/WO	#	
			requisition	1									
List of man	vicitions wh	DO) (N/O :										
Req No.	Dog	Deta	/WO is prepared	and items ha	ave r	not been received	d at sit	e beyond	the	lead time:			
Key No.	Req	Date	Serial no o		Item	tem Description D				f discussion	with supplier	2	
150552	28.0	06-21	item in Req.										
130332	20-0	70-21	3,4	Hou	seke	eping items		Su	ppli	er is arrangin	g materials		
			+	-									
				-									
				_									
			+										
No. of gate	passes issue	ed this	week:	Nil	$\overline{}$	From No.		Т	NI-				
Delivery va						14/08/2			Γο No.				
			stock report em	ailed in pdf fo	orma	at to purchase?				Yes / No			
Items not or				F-2-0		- Parenase:				Tes / No			
Other correct			·										
Details of st			k										
Sl. No	Tor size	III Stock	Wt per mtr	Wt. for 12 i	mtr	Stock at site	Ctoo	1, -4 -14 - 1		T .			
01. 140	101 3120		kgs	rod – kgs		- no of rods	Stock at site in		in Previous stock in Kgs				
1.	8mm		.395		1.74	- IIO OI IOUS	Kgs	rgs					
2.	10mm		.617		404		+			-			
3.	12mm	-	.89		0.68	1.	-			•			
4.	16mm		1.58		.96		-			-			
5.	20mm	$\neg \uparrow$	2.47		.64	1-	-			-			
6.	25mm		3.86		.32	-			_	•			
7.	32mm	_	6.32		.84		-		-	•			
8.	Binding w	ire					-		-	-			
OPC stock	nil		OPC last	nil		PPC/PSC	Nil		Dr	O(DOG)			
- C SIGOR IIII			weeks stock			stock		1		C/PSC last	nil		
etails		-	Project Manager			Admin Officer/Manager			weeks stock				
ign			Jane 1. vanimBei			- Manager			A	lmin Audit			
ate			14-08-2021			14-08-2021							
otac: 1 4 Sand a	come of the m		quieitions to Durches	a immediately, 2		17-00-2021							

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumarm@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 & Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, 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!



crtified by. M House (Hyd) Li

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OUTWARD - GATE PASS No.: 1284 Date: 3/08/2021 Time: 14(15 Company: Sevene constructions IIP Project/site: sevene forms Destination: Ho, Raniguni Véhicle type Outward No.: Vehicle No Vehicle driver Bike TS 07 GP 8960 Srikum WB Material Description Approx. rate Quantity Units Amount 1. HO LAPTOP NOS 01 2 3. 4 5. 6. 7. 8 9. 10 Total Other details (to be filled by Charges/refund Purpose for transfer Admin – audit) ☐ Material received by inward □ No charge □ Return to supplier for exchange no._____ & date ____ Details of credit note from ☐ For refund from supplier ☐Return to supplier for refund supplier - date ____ & Amount Rs. Return of material - inward no. ☐ Transfer to other On loan to be returned & date site/project GST bills to be raised Cost of material to be collected: ☐ Transfer to other site/ Collect 100% cost - new material ☐ Yes ☐ No project GST bill no. ______, □Collect 60% cost - old material Amount _____ ☐ No charges to be collected - value date _____ deemed to be nil. NA ☐ No charges to be collected ☐ Transfer to another phase of firm/company/project ☐ for repairs & service ☐ Material received by inward ✓ No charge no. _____ & date_____ Details: Details: Other: Remarks: Admin in-charge Security Project manager Gate pass approved by: July Sul Gehapand Inward No. Admin sign: Received by other site on: Security sign.

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

Accounts manager

Project accountant

Approved by

MD

Admin - Audit

Company name : Modi Farm House (Hyd) LLP Project Name: Serene Farms

Site Bills and D.C.'s Inward/Outward Register

The Invariable Bill DC and that Invariant formal Supplier Name Received By Sec. Date Time Invariant Street By Sec. Date T	13/08/14	38/07/21 13/08/21 14/18/08/21	म्बस्थान	15/04/21	15/07-24	15/07/21	18/06/H	०३ ०४ अ	०३/०३/७४	०म्०म्।	07 विश्व	Inward Date
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San	(41)	140	17	116	115	114	83	104	103	102	101	Inward No
Control Cont	B'u	Bíu	DC.	РC	Bin	Bill	Dc	рс	Ì	DC	Dc	Bill / DC
Invarid Invari			15610	15609	SE/21-22/	15/21-22 339	3667	.31	3696	15470	15469	Bill / DC no.
Invarid Inv	(৯ তি6)স	28 0714 12 108124	15/07/121	15/07/21	०८/७३।२४	14/07/21	18/06/24	०३-०३-१२	07-िक्तीय	०३०३१य		C
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