

Prepared by:		T.D. Murthy			
Report Date		17-08-2021			
Site		Modi Farm House HYD 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					
150551	28-06-2021	TCCA-90	Next week delivery		
150552	28-06-2021	House Keeping materials	Partly delivered, balance next week delivery		

T.D. Murthy
18/8/21

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

Company:						Date:					
Site:						Prepared by:					
Report From / To						Approved by:					
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#							
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 ^s							
150551	28-06-21	1	TCCA-90	Supplier is arranging materials							
150552	28-06-21	3,4	Housekeeping items								
No. of gate passes issued this week:		Nil		From No.				To No.			
Delivery van site visit on:							15/07/21				
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	Nil	PPC/PSC last weeks stock	nil				
Details		Project Manager			Admin Officer/Manager			Admin Audit			
Sign											
Date		07-08-2021			07-08-2021						
Notes: 1 * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modinagar.gov.in											

Notes: 1 * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajnand@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:
[Signature]
Project Manager,
Farm House (Hyd) Ltd

Certified by
 G. Nagreel
 Admin Officer
 Modi Farm House (Hyd) LLP