Prepared by:		T.D. Murthy			
Report Date		17-08-2021			
Site		Serene Constructions LLP			

List of requisitions Where PO/WO not prepared 3 working days after requisition:

Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150544	09-06-2021	Curtains	Online purchase		
150545	09-06-2021	Curtain Rods	Online purchase		
150568	04-08-2021	Flood Lights	PO issued no. 79356		

List of requisitions Where PO/WO is prepared and items have not received at site

Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150550	25-06-21	CP Extension Nipples	Delivered		
150558	14-07-21	Umbrella, Torch & Rain Coats	Delivered		
150559	20-07-21	Turnkey Contractor material issue Regi	Admin. to follow up		
150560	28-07-21	Bulk head lights	Delivered		
150561	28-07-21	PVC Round covers & Insulation Tapes	Delivered		
150562	29-07-21	HP Laptop adaptor	Next week delivery		
150563	29-07-21	Bombay brooms and Sponges	Delivered		
150565	03-08-21	Sanitary material	Delivered		
150566	03-08-21	CP material	Delivered		
150567	04-08-21	4 core cables & Service wire	Service wire delivered, 4 core cable next week delivery		
150569	05-08-21	4 way distribution board	Next week delivery		
150570	05-08-21	HDPE, PVC & CPVC Solution	Delivered		

T.D. Murthy

17/8/21.

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

Company	Serene constructions llp	Date:	07-08-2021
Site	Serene farms	Prepared by:	G.siva prasad
Report From To	31-07-2021 to 07-08-2021	Approved by:	Syed golam sarwar
Report Date	07-08-2021		

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#
150544	09-06-21	1 to 6	Curtains	
150545	09-06-21	1 to 3	Curtain rods	Online purchase
150568	04-08-21	1	Flood lights	Online purchase
				79356

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$
150550	25-06-21	15,16	Cp extension nipple	
150558	14-07-21	1 to 3	Umbrella,torch,rain coat	Supplier is arranging materials -D
150559	20-07-21	1	Turnkey contractor material issue register	Supplier is arranging materials -D
				Supplier is arranging materials Admin.
150560	28-07-21	1	Bulk head lights	
150561	28-07-21	1,2	Pvc round cover,insulation tape	Supplier is arranging materials -D
150562	29-07-21	1	Hp laptop adapter	Supplier is arranging materials -D
150563	29-07-21	1,2	Bombay brooms,sponges	Supplier is arranging materials NW
150565	03-08-21	1 to 3	Sanitary material	Supplier is arranging materials -D
150566	03-08-21	1 to 19	Cp material N.W	Supplier is arranging materials -D
150567	04-08-21	1,2	4-core cables,service wire -D	Supplier is arranging materials -D
150569	05-08-21	1	4-way distributiion board	Supplier is arranging materials
150570	05-08-21	1 to 3	HDPE,pvc and cpvc solution	Supplier is arranging materials
				Supplier is arranging materials -D

No. of gate passes issued this week:	1	From No.	1283	To No.	1283	
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	For 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	0 bags	PPC/PSC last weeks stock	04 bags

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@modiproperties.com, ashaiya@modiproperties.com and cul.omar@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 reachable, Material in transit, WO - under fabrication, WSO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material. 9. [illegible] one week. 10. Follow up for WO is the responsi[illegible] [illegible] to write 'NA' in reply to the rep[illegible] 11. Admin/[illegible] managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Certified by:

Syed golam Sarwar

Project Manager

Modi Farm House (Hyd) LLP

Certified by:

Syed golam Sarwar

Admin Officer

Modi Farm House (Hyd) LLP