

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

Company:	Modi farm house(hyd)llp	Date:	11-09-2021				
Site:	Serene farms	Prepared by:	G.siva prasad				
Report From / To	04-09-2021 to 11-09-2021	Approved by:	Syed golam sarwar				
Report Date	11-09-2021						
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#			
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			
No. of gate passes issued this week:		Nil	From No.	To No.			
Delivery van site visit on:		03/09/21					
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		11-09-2021		11-09-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumam@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 'I.A' for WO is not. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

in transit, WO - under fabrication, WO - material
 Assistant, Supplier arranging for material, 9. Pur
 ce to write 'NA' and 'NA' in the report. 11. Ad
 Certified by

 Project Manager
 Farm House (Hyd) LLP

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

Company:	Serene constructions llp	Date:	11-09-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	04-09-2021 to 11-09-2021	Approved by:	Syed golam sarwar
Report Date	11-09-2021		

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 [#]
150579	30-08-21	1	Acrylic board	
150583	30-08-21	1 to 6	Curtains	
150584	30-08-21	1 to 3	Curtain rods with brackets	
150585	08-09-21	1,2	Pvc round cover,40amp isolator	

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 ^{\$}
150562	29-07-21	1	Hp laptop adapter	Supplier is arranging materials
150571	19-08-21	1,2	Tan brown granite	Supplier is arranging materials
150574	12-08-21	1	Wardrobes	Supplier is arranging materials
150580	30-08-21	1 to 6	Upvc windows	Supplier is arranging materials
150581	30-08-21	1 to 8	Aluminium windows	Supplier is arranging materials

No. of gate passes issued this week: Nil From No. - To No. -

Delivery van site visit on: 03/09/2021

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

Items not ordered but received:

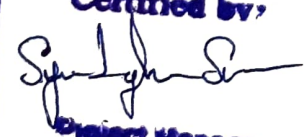
Other corrections & remarks:

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	0 bags	PPC/PSC last weeks stock	0bags
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	11-09-2021			11-09-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumam@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,

Project Manager
Farm House (Hyd) LLP

Company name : Modl Farm House (Hyd) L.P
Project Name: Serene Farms

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

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
14/08/21	09:35	143	16082	DC	13/08/21	143	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikant		G. Anand
14/08/21	09:35	148		DC	16083	148	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikant		G. Anand
14/08/21	09:35	149		DC	16084	149	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikant		G. Anand
14/08/21	09:35	150		DC	16085	150	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikant		G. Anand
14/08/21	09:35	151		DC	16086	151	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikant		G. Anand
14/08/21	16:30	166		DC	406	26/08/21	26/08/21	Reflections electrical	Kiran		21/08/21	14:30	Srikant		G. Anand
14/08/21	16:30	167		DC	16240	26/08/21	26/08/21	Summit Sales IIP	Kiran		21/08/21	14:30	Srikant		G. Anand
14/08/21	16:30	168		DC	16239	26/08/21	26/08/21	Summit Sales IIP	Kiran		21/08/21	14:30	Srikant		G. Anand
14/08/21	16:30	169		DC	0954 26/08/21	26/08/21	26/08/21	Summit Sales IIP	Kiran		21/08/21	14:30	Srikant		G. Anand
14/08/21	15:21	176		DC	40	31/08/21	29/08/21	Green belt services	Kiran		03/09/21	14:30	Srikant		G. Anand
14/08/21	15:21	177		DC	41	31/08/21	29/08/21	Green belt services	Kiran		03/09/21	14:30	Srikant		G. Anand
14/08/21	15:15	183		DC	652	01/09/21	03/08/21	Sri Ambe electronics	Kiran		11/09/21	09:30	Srikant		G. Anand
14/08/21	15:15	184		DC	3388	03/09/21	03/09/21	Summit Sales IIP	Kiran		11/09/21	09:30	Srikant		G. Anand
14/08/21	15:15	185		DC	16362	03/09/21	03/09/21	Summit Sales IIP	Kiran		11/09/21	09:30	Srikant		G. Anand