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

Company:	Serene constructions llp	Date:	18-09-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	11-09-2021 to 18-09-2021	Approved by:	Syed golam sarwar
Report Date	18-09-2021		

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 to3	Curtain rods with brackets	

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
150581	30-08-21	1 to 8	Aluminium windows	Supplier is arranging materials
150582	30-08-21	1 to 7	Window beading	Supplier is arranging materials
150585	08-09-21	1,2	Pvc round cover,40amp isolator	Supplier is arranging materials
150586	13-09-21	1 to 6	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	18-09-2021	18-09-2021	

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

Certified by:
Admin Office
Modi Farm House (Hyd) LLP

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

Company:	Modi farm house(hyd)llp	Date:	18-09-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	11-09-2021 to 18-09-2021	Approved by:	Syed golam sarwar
Report Date	18-09-2021		

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$

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	18-09-2021	18-09-2021	

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

Certified by:
Admin Officer
Modi Farm House (Hyd) LLP

Company name : Modi Farm House (Hyd) LLP
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	147	16082	DC	13/08/21	147	14/08/21	Summit Sales llp	Sachin	[illegible]	20/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
14/08/21	09:35	148	DC	16083	13/08/21	148	14/08/21	Summit Sales llp	Sachin	[illegible]	20/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
14/08/21	09:35	149	DC	16084	13/08/21	149	14/08/21	Summit Sales llp	Sachin	[illegible]	20/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
14/08/21	09:35	150	DC	16085	13/08/21	150	14/08/21	Summit Sales llp	Sachin	[illegible]	20/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
14/08/21	09:35	151	DC	16086	13/08/21	151	14/08/21	Summit Sales llp	Sachin	[illegible]	20/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
26/08/21	16:30	166	DC	406	24/08/21	166	26/08/21	Reflections electricals Pvt. ltd	Kiran	M.Kiran	27/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
26/08/21	16:30	167	DC	16240	26/08/21	167	26/08/21	Summit Sales llp	Kiran	M.Kiran	27/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
26/08/21	16:30	168	DC.	16239	26/08/21	168	26/08/21	Summit Sales llp	Kiran	M.Kiran	27/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
26/08/21	16:30	169	Bill	SAL/21-22/0754	26/08/21	169	26/08/21	premier engineering corporation	Kiran	M.Kiran	27/08/21	14:30	Srikanth	Srikanth	G.Sivaprasad
29/08/21	15:21	176	DC	40	31/08/21	176	29/08/21	Green belt Services	Kiran	M.Kiran	03/09/21	14:30	Srikanth	Srikanth	G.Sivaprasad
29/08/21	15:21	177	DC	41	31/08/21	177	29/08/21	Green belt Services	Kiran	M.Kiran	03/09/21	14:30	Srikanth	Srikanth	G.Sivaprasad
03/09/21	15:15	183	Bill	652	01/09/21	183	03/09/21	Sri Ambe electricals	Kiran	M.Kiran	11/09/21	09:30	Srikanth	Srikanth	G.Sivaprasad
03/09/21	15:15	184	DC	3788	03/09/21	184	03/09/21	Summit Sales llp	Kiran	M.Kiran	11/09/21	09:30	Srikanth	Srikanth	G.Sivaprasad
03/09/21	15:15	185	DC	16362	03/09/21	185	03/09/21	Summit Sales llp	Kiran	M.Kiran	11/09/21	09:30	Srikanth	Srikanth	G.Sivaprasad