

Prepared by:		T.D. Murthy			
Report Date		09-10-2021			
Site		Serene Constructions 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?
150579	30-08-2021	Acrylic Board	Promotions to follow-up		
150583	30-08-2021	Curtains	Online purchase		
150584	30-08-2021	Curtain Rods	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
150562	29-07-21	HP Laptop adaptor	Next week delivery		
150571	19-08-21	Tanbrown Granite	Delivered		
150574	12-08-21	Wardrobes	Next week delivery		
150581	30-08-21	Al. windows	Next week delivery		
150582	30-08-21	Window beading	Next week delivery		
150585	08-09-21	PVC Round covers & Isolator	Delivered		
150586	13-09-21	Al. windows	Next week delivery		
150587	18-09-21	CP Material	Next week delivery		
150589	18-09-21	CF Adapter	Delivered		
150591	22-09-21	House keeping & Cleaning material	Next week delivery		
150593	22-09-21	Syntex Water Tank	Delivered		
150592	22-09-21	CPVC Material	Delivered		

T.D. Murthy  
9/10/21.

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

Company:	Serene constructions llp	Date:	01-10-2021
Site:	Serene farms	Prepared by:	Syed golam sarwar
Report From / To	25-09-2021 to 01-10-2021	Approved by:	Syed golam sarwar
Report Date	25-09-2021		

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 <sup>#</sup>
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	

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 <sup>5</sup>
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
150587	18-09-21	1,2,4 to 12,14,15,16,17	Cp material	Supplier is arranging materials
150589	21-09-21	1 to 19	CF adapter	Supplier is arranging materials
150591	22-09-21	1 to 7	Housekeeping ,cleaning material	Supplier is arranging materials
150593	22-09-21	1	Syntax water tank	supplier is arranging materials
150592	22-09-21	3,4,8,10,18,26	Cpvc	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

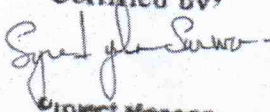
Items not ordered but received:

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
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		01-10-2021		01-10-2021		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiva@modiproperties.com](mailto:ashaiva@modiproperties.com) and [rijikumam@modiproperties.com](mailto:rijikumam@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 (Hye) LLP**