

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

Company:		Serene constructions llp		Date:	09-10-2021		
Site:		Serene farms		Prepared by:	G.Siva prasad		
Report From / To		01-10-2021 to 09-10-2021		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#	
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 ^s	
150562	29-07-21	1	Hp laptop adapter			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	
150586	13-09-21	1 to 6	Aluminium windows			Supplier is arranging materials	
150587	18-09-21	9	Cpvc reducer tee			Supplier is arranging materials	
No. of gate passes issued this week:		Nil		From No.		-	To No. -
Delivery van site visit on:		06/10/2021					
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		09-10-2021		09-10-2021			

Note: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. S. L. V.

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

ertified by:
G. Siva prasad
Admin Office
Modi Farm House (Hyd); LLP

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No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	06/09/21				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	09-10-2021		09-10-21			

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Certified by:
G. Siva prasad
 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	143	16082	DC	13/08/21	143	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikanth		G. Anand
14/08/21	09:35	148	DC	16083	13/08/21	148	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikanth		G. Anand
14/08/21	09:35	149	DC	16084	13/08/21	149	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikanth		G. Anand
14/08/21	09:35	150	DC	16085	13/08/21	150	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikanth		G. Anand
14/08/21	09:35	151	DC	16086	13/08/21	151	14/08/21	Summit Sales IIP	Sachin		20/08/21	14:30	Srikanth		G. Anand
26/08/21	16:30	166	DC	406	24/08/21	166	26/08/21	Reflections electrical	Kiran		23/08/21	14:30	Srikanth		G. Anand
26/08/21	16:30	167	DC	16240	26/08/21	167	26/08/21	Summit Sales IIP	Kiran		27/08/21	14:30	Srikanth		G. Anand
26/08/21	16:30	168	DC	16239	26/08/21	168	26/08/21	Summit Sales IIP	Kiran		27/08/21	14:30	Srikanth		G. Anand
26/08/21	16:30	169	Bin	0354 26/08/21	26/08/21	169	26/08/21	pranavi engineering corporation	Kiran		27/08/21	14:30	Srikanth		G. Anand
29/08/21	15:21	176	DC	40	31/08/21	176	29/08/21	Green belt services	Kiran		03/09/21	14:30	Srikanth		G. Anand
03/09/21	15:15	183	Bin	652	01/09/21	183	03/09/21	Sri Ambe electronics	Kiran		11/09/21	09:30	Srikanth		G. Anand
03/09/21	15:15	184	DC	3788	03/09/21	184	03/09/21	Summit Sales IIP	Kiran		11/09/21	09:30	Srikanth		G. Anand
03/09/21	15:15	185	DC	16362	03/09/21	185	03/09/21	Summit Sales IIP	Kiran		11/09/21	09:30	Srikanth		G. Anand
04/09/21	16:00	186	DC	587	01/09/21	186	04/09/21	praful Sanitary	Kiran		01/10/21	15:00	Srikanth		G. Anand
06/10/21	17:00	212	DC	16881	06/10/21	212	06/10/21	Summit Sales IIP	Kiran		08/10/21	14:00	Srikanth		G. Anand
06/10/21	17:00	213	Bin	0354 06/10/21	06/10/21	213	06/10/21	praful Sanitary	Kiran		08/10/21	14:00	Srikanth		G. Anand

