

Prepared by:		T.D. Murthy			
Report Date		14-10-2021			
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		
150581	30-08-21	Al. windows	Next week delivery		
150582	30-08-21	Window beading	Next week delivery		
150586	13-09-21	Al. windows	Next week delivery		
150587	18-09-21	CPVC Reducer Tee	Next week delivery		

T.D. Murthy

 14/10/21

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\$
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
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09-10-2021	09-10-2021	

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

G. Siva prasad
Admin Office
Modi Farm House (Hdy) LLP