

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

Company:	Serene constructions llp	Date:	23-10-2021				
Site:	Serene farms	Prepared by:	G.Siva prasad				
Report From / To	16-10-2021 to 23-10-2021	Approved by:	Syed golam sarwar				
Report Date	23-10-2021						
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			
150596	18-10-21	1	Submersible pump	Supplier is arranging materials			
No. of gate passes issued this week:	3	From No.	1295	To No. 1297-			
Delivery van site visit on:	21/10/2021						
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	23-10-2021		23-10-2021				

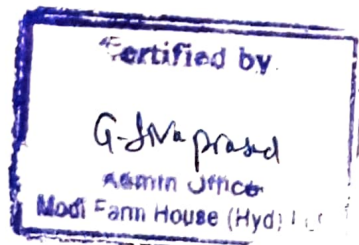
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward 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!

Certified by:
G. Siva prasad
 Admin Office
 Modi Farm House (Hyd) I L D

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Site:	Serene farms	Prepared by:	G.Siva prasad				
Report From / To	16-10-2021 to 23-10-2021	Approved by:	Syed golam sarwar				
Report Date	23-10-2021						
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 [#]			
150594	11-09-21	1	Biometric battery				
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 ⁵			
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			
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		23-10-2021		23-10-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumar@modiproperties.com on every Saturday. 3. Admin officers 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!



OUTWARD - GATE PASS

No.: 1296

Date:	21/10/2021	Time:	15:30
Company:	Serene constructions llp		
Project/site:	Serene farms		
Destination:	P. B. Shah, Ranigunj		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
20	Jay	TS 10VN 9758	Madhu / of. mark
	Material Description	Quantity	Units
1.	Lawn mover (Kisan cruli)	01	NOS
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			
Charges/refund	Purpose for transfer	Other details (to be filled by Admin - audit)	
☐ No charge	☐ Return to supplier for exchange	☐ Material received by inward no. _____ & date _____	
☐ For refund from supplier	☐ Return to supplier for refund	Details of credit note from supplier - date _____ & Amount Rs. _____/-	
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward no. _____ & date _____	
☐ Transfer to other site/project	Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
☐ Transfer to another phase of firm/company/project	☐ No charges to be collected	NA	
☒ No charge	☒ for repairs & service	☐ Material received by inward no. _____ & date _____	
☐ Other:	Details:	Details:	
Remarks:			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	Syed Gulam Sarwar	G Siva prasad	(Signature)
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

OUTWARD - GATE PASS

No.: 1297

Date:	21/10/2021	Time:	15:30
Company:	Serene constructions LLP		
Project/site:	Serene farms		
Destination:	SVR pumps, Secunderabad		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
21	Tayo	TS10VN 9758	Madhu / of madhu
	Material Description	Quantity	Units
1.	Open Submersible pump Single phase	01	NOS
2.	Open Submersible pump Single phase	01	NOS
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☐ On loan to be returned	
☐ Transfer to other site/project		Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	
☐ Transfer to another phase of firm/company/project		☐ No charges to be collected	
☒ No charge		☒ for repairs & service	
☐ Other:		Details:	
Remarks:		Other details (to be filled by Admin - audit)	
		☐ Material received by inward no. _____ & date _____	
		Details of credit note from supplier - date _____ & Amount Rs. _____/-	
		Return of material - inward no. _____ & date _____	
		GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
		NA	
		☐ Material received by inward no. _____ & date _____	
		Details:	
Gate pass approved by:			
Sign:	Project manager	Admin in-charge	Security
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

OUTWARD - GATE PASS

No.: 1295

Date:	21/10/2021	Time:	15:30
Company:	Sereni Construction LLP		
Project/site:	Sereni Farms		
Destination:	Sereni Sales LLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
19	Juag	15-10-2021	Madhu / 07/07/2021
	Material Description	Quantity	Units
1.	185 Sq mm 3.5 core 1.1 cable	75	meters
2.	150 Sq mm 3.5 core 1.1 cable	20	meters
3.	70 Sq mm 3.5 core 1.1 cable	66	meters
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total		70.504/-
Charges/refund	Purpose for transfer	Other details (to be filled by Admin - audit)	
☐ No charge	☐ Return to supplier for exchange	☐ Material received by inward no. _____ & date _____	
☐ For refund from supplier	☐ Return to supplier for refund	Details of credit note from supplier - date _____ & Amount Rs. _____/-	
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward no. _____ & date _____	
☐ Transfer to other site/project	Cost of material to be collected: ☒ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____, date _____	
☐ Transfer to another phase of firm/company/project	☐ No charges to be collected	NA	
☐ No charge	☐ for repairs & service	☐ Material received by inward no. _____ & date _____	
☐ Other:	Details:	Details:	
Remarks:			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	S/O Jagan	S/O Jagan	Sign
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

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Company name : Modi Farm House (Hyd) LLP
Project Name: Serene Farms

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

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