

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

Company:	Serene constructions llp	Date:	13-11-21
Site:	Serene farms	Prepared by:	Syed golam sarwar
Report From / To	01-11-21 to 13-11-21	Approved by:	Syed golam sarwar
Report Date	13-11-21		

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 ⁵
150596	18-10-21	1	Submersible pump	Materials are ready with the supplier.
150597	22-10-21	1	Ceiling fans	Materials are ready with the supplier.
150598	26-10-21	1	Country almond tiles	Materials are ready with the supplier.
150600	01-11-21	1	Sponges	Materials are ready with the supplier.
150601	01-11-21	1	Starter for submersible pump	Materials are ready with the supplier.
150602	08-11-21	1	Bulk head light	Materials are ready with the supplier.

No. of gate passes issued this week: Nil From No. To No.

Delivery van site visit on: 21-10-21

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

Items not ordered but received:

Other corrections & remarks:

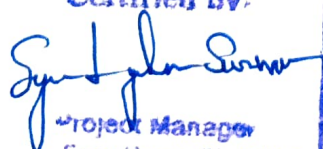
Details of steel & cement stock

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 30 bags PPC/PSC last weeks stock 39bags

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13-11-21	13-11-21	

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

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

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

Page 1 of 1