Prepared by:		T.D. Murthy			
Report Date		23-11-2021			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
150596	18-10-21	Submersible Pump`	This week delivery		
150597	22-10-21	Ceiling Fans	This week delivery		
150598	26-10-21	Country almond tiles	This week delivery		
150600	01-11-21	Sponges	This week delivery		
150601	01-11-21	Starter for Submersible pump	This week delivery		
150602	08-11-21	Bulk Head fittings	This week delivery		

T.D. Murthy

23/11/21.

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

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 rajkumari@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 (Hyd) LLP