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

Company:	Modi farm house(hyd)llp	Date:	11-12-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	04-12-2021 to 11-12-2021	Approved by:	Syed golam sarwar
Report Date	11-12-2021		

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#

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$
150599	01-11-21	6	Mopping sticks	Supplier is arranging materials

No. of gate passes issued this week:	Nil	From No.		To No.
Delivery van site visit on:	25/11/21			
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	11-12-2021	11-12-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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
G. Siva prasad
Admin Office
Modi Farm House (Hyd) LLP

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

Company:	Serene constructions llp	Date:	11-12-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	04-12-2021 to 11-12-2021	Approved by:	Syed golam sarwar
Report Date	11-12-2021		

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#
150605	20-11-21	1 to 3	Curtain rods with brackets	
150604	20-11-21	1 to 6	Curtains	
150603	20-11-21	1	Acrylic board	

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	Supplier is arranging materials
150606	25-11-21	1,2	Wpc door and frame	Supplier is arranging materials
150607	27-11-21	1,2	Pvc pipe and 7/20 service wire	Supplier is arranging materials
150608	01-12-21	2,3	Cu multistand wire	Supplier is arranging materials

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	25/11/2021				
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	11-12-2021	11-12-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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
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.
06/10/21	17:00	214	DC	16879	06/10/21	214	06/10/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
06/10/21	17:00	215	DC	3963	06/10/21	215	06/10/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
06/10/21	17:00	216	DC	16878	06/10/21	216	06/10/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
06/10/21	17:00	217	DC	16877	06/10/21	217	06/10/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
06/10/21	17:00	218	DC	16880	06/10/21	218	06/10/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
07/07/21	15:30	103	Bill	18157	08/07/21	103	07/07/21	Summit Sales llp	Kiran	M.Kiran	08/10/21	14:00	Srikanth	Srikanth	G.Sivaprasad
18/10/21	16:00	224	Bill	123	18/10/21	224	18/10/21	Sri Sai rohith marketing and comp	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
18/10/21	16:00	225	Bill	122	18/10/21	225	18/10/21	Sri Sai rohith marketing company	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
21/10/21	15:30	226	DC	17110	21/10/21	226	21/10/21	Summit Sales llp	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
21/10/21	15:30	227	DC	17111	21/10/21	227	21/10/21	Summit Sales llp	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
06/10/21	17:00	215	Bill	19802	11/10/21	215	06/10/21	Summit Sales llp	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
03/09/21	15:15	184	Bill	19219	09/09/21	184	03/09/21	Summit Sales llp	Kiran	M.Kiran	22/10/21	12:30	Srikanth	Srikanth	G.Sivaprasad
25/11/21	14:30	243	DC	17602	25/11/21	243	25/11/21	Summit Sales llp	Sachin	[illegible]	26/11/21	16:00	Anand	Anand	G.Sivaprasad
25/11/21	14:30	244	DC	17603	25/11/21	244	25/11/21	Summit Sales llp	Sachin	[illegible]	26/11/21	16:00	Anand	Anand	G.Sivaprasad
25/11/21	14:30	245	Bill	EE 2122-0340	28/10/21	245	25/11/21	Elegant Enterprises	Sachin	[illegible]	26/11/21	16:00	Anand	Anand	G.Sivaprasad
25/11/21	14:30	246	Bill	2948	24/11/21	246	25/11/21	Reflections electricals pvt ltd	Sachin	[illegible]	26/11/21	16:00	Anand	Anand	G.Sivaprasad
25/11/21	14:30	247	Bill	B2940	24/11/21	247	25/11/21	Andhra pumps & motors	Sachin	[illegible]	26/11/21	16:00	Anand	Anand	G.Sivaprasad

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.
25/11/21	14:30	248	DC	4086	25/11/21	248	25/11/21	Summit Sales llp	Sachin	Satish	26/11/21	16:00	Anand	Satish	G.Sivaprasad
25/11/21	14:30	249	DC	17604	25/11/21	249	25/11/21	Summit sales llp	Sachin	Satish	26/11/21	16:00	Anand	Anand	G.Sivaprasad