

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

Company:	Serene constructions llp	Date:	18-12-2021				
Site:	Serene farms	Prepared by:	G.Siva prasad				
Report From / To	11-12-2021 to 18-12-2021	Approved by:	Syed golam sarwar				
Report Date	18-12-2021						
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 ^u			
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				
150611	16-12-21	1,2	Led lights				
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 ^s			
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		18-12-2021		18-12-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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) ILO

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

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Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s			
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					
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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	
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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		18-12-2021		18-12-2021			

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certified by
G. Sivaprasad.
Admin Office
Modi Farm House (Hyd) I.L.O

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

Inward Date	Time	Inward No	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.
06/10/24	17:00	214	DC	16/8/19	06/10/24	214	Summit Sales IIP	Kiran	M.F. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
06/10/24	17:00	215	DC	39/6/3	06/10/24	215	Summit Sales IIP	Kiran	M. G. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
06/10/24	17:00	216	DC	16/8/18	06/10/24	216	Summit Sales IIP	Kiran	M. F. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
06/10/24	17:00	217	DC	16/8/17	06/10/24	217	Summit Sales IIP	Kiran	M. F. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
06/10/24	17:00	218	DC	16/8/80	06/10/24	218	Summit Sales IIP	Kiran	M. F. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
06/10/24	15:30	103	ECN	18/5/1	06/10/24	103	Summit Sales IIP	Kiran	M. F. Jay	06/10/24	14:00	Srikanth	Sd/- M. G. Srinivas	
18/10/24	16:00	224	Bin	123	18/10/24	224	Sri Sai ramlakshmi marketing co. ²⁰²⁴	Kiran	M. F. Jay	20/10/24	13:30	Srikanth	Sd/- M. G. Srinivas	
18/10/24	16:00	225	Bin	122	18/10/24	225	Sri Sai ramlakshmi marketing co. ²⁰²⁴	Kiran	M. F. Jay	20/10/24	13:30	Srikanth	Sd/- M. G. Srinivas	
20/10/24	15:30	226	DC	17/110	21/10/24	226	Summit Sales IIP	Kiran	M. F. Jay	21/10/24	12:30	Srikanth	Sd/- M. G. Srinivas	
21/10/24	15:30	227	DC	17/111	21/10/24	227	Summit Sales IIP	Kiran	M. F. Jay	21/10/24	12:30	Srikanth	Sd/- M. G. Srinivas	
06/10/24	17:00	215	ECN	19/802	11/10/24	215	Summit Sales IIP	Kiran	M. F. Jay	21/10/24	12:30	Srikanth	Sd/- M. G. Srinivas	
03/09/24	15:15	184	Bin	19/2/19	03/09/24	184	Summit Sales IIP	Kiran	M. F. Jay	20/10/24	12:30	Srikanth	Sd/- M. G. Srinivas	
25/11/24	14:30	243	DC	17/602	25/11/24	243	Summit Sales IIP	Sachin	(Sd/-)	26/11/24	16:00	Anand	Sd/- Anand G. Srinivas	
25/11/24	14:30	244	DC	17/603	25/11/24	244	Summit Sales IIP	Sachin	(Sd/-)	26/11/24	16:00	Anand	Sd/- Anand G. Srinivas	
25/11/24	14:30	245	Bin	FE 5125-2346	26/10/24	245	Elegant Enterprises	Sachin	(Sd/-)	26/11/24	16:00	Anand	Sd/- Anand G. Srinivas	
25/11/24	14:30	246	Bin	20/48	24/11/24	246	Reflexions Electricals pvt. Ltd	Sachin	(Sd/-)	26/11/24	16:00	Anand	Sd/- Anand G. Srinivas	
25/11/24	14:30	247	Bin	82944	24/11/24	247	Archie pumps & motors	Sachin	(Sd/-)	26/11/24	16:00	Anand	Sd/- Anand G. Srinivas	

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

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

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