

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

Company:	Serene constructions llp	Date:	08-01-2022				
Site:	Serene farms	Prepared by:	G.Siva prasad				
Report From / To	03-01-2022 to 08-01-2022	Approved by:	Syed golam sarwar				
Report Date	08-01-2022						
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 ^s			
150596	18-10-21	1	Submersible pump	Supplier is arranging materials			
150610	11-12-21	7,15,16,18	angle cock,cp extension nipple	Supplier is arranging materials			
No. of gate passes issued this week:	Nil	From No.		To No.			
Delivery van site visit on:	06/1/2022						
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	08-01-2022		08-01-2022				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumarn@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-diva prasad
 Admin Officer
 Modi Farm House (Hyd); LLP

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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		08-01-2022		08-01-2022			

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Certified by:-
G. Siva Prasad
Admin Office,
Modi Farm House (Hyd) LTD

