

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

Company:	Modi farm house(hyd)llp	Date:	29-01-2022
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	22-01-2022 to 29-01-2022	Approved by:	Syed golam sarwar
Report Date	29-01-2022		

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 [#]

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

No. of gate passes issued this week:	Nil	From No.	To No.
Delivery van site visit on:	06/1/22		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No		

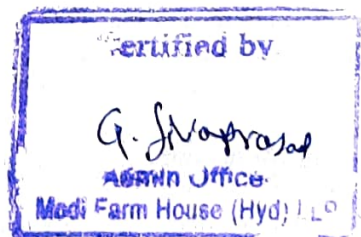
Items not ordered but received:

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
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		29-01-2022		29-01-2022		

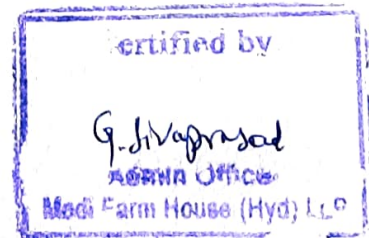
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward 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!



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

Company:	Serene constructions llp	Date:	29-01-2022
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	22-01-2022 to 29-01-2022	Approved by:	Syed golam sarwar
Report Date	29-01-2022		
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
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
150613	22-01-22	1,2	Chains and padlocks
150614	27-01-22	1 to 21	Switches,mcb,sockets etc
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
150596	18-10-21	1	Submersible pump
150610	11-12-21	7,15,16,18	angle cock,cp extension nipple
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
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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
Sign			Admin Audit
Date	29-01-2022		29-01-2022

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



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

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

[illegible]