

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

Company:	Modi farm house(hyd)llp	Date:	12-02-2022
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	07-02-2022 to 12-02-2022	Approved by:	Syed golam sarwar
Report Date	12-02-2022		

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 ⁵
150615	31-01-22	1 to 5	Housekeeping materials	Supplier is arranging materials

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

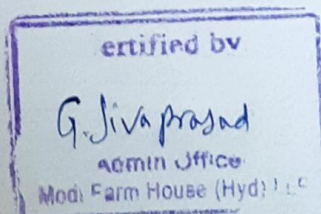
Items not ordered but received:

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	12-02-2022			12-02-2022		

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:	12-02-2022
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	07-02-2022 to 12-02-2022	Approved by:	Syed golam sarwar
Report Date	12-02-2022		

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#
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 ⁵
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
150614	27-01-22	1 to 20	Switches,sockets,etc	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

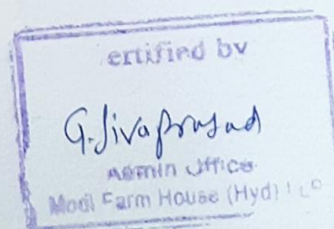
Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Details of stock in current 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		12-02-2022		12-02-2022			

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



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	44086	25/11/21	248	25/11/21	Summit Sales IIP	Sachin	[Signature]	26/11/21	16:00	Arvind	[Signature]	G. Srinivasan
25/11/21	14:30	249	DC	17604	25/11/21	249	25/11/21	Summit Sales IIP	Sachin	[Signature]	26/11/21	16:00	Arvind	[Signature]	G. Srinivasan
06/01/22	15:35	280	DC	49	06/01/21	280	06/01/22	SVR pumps & Allied Services	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	281	DC	18290	06/01/22	281	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	282	DC	18291	06/01/22	282	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	283	DC	18292	06/01/22	283	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	284	DC	18293	06/01/22	284	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	285	DC	18294	06/01/22	285	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	286	DC	18295	06/01/22	286	06/01/22	Summit Sales IIP	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan
06/01/22	15:35	287	DC	859	28/12/21	287	06/01/22	Reflections electronics pvt	Deep	[Signature]	07/11/22	17:00	Dagol	[Signature]	G. Srinivasan