

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

Company:	Kadakia & modi housing	Date:	14-08-2020
Site:	Bloomdale	Prepared by:	G.Rahul
Report From / To	06-08-2020		G.Rahul
Report Date	12-08-2020		
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	Item Description	Reason for not preparing PO/WO#
21497	31-07-2020	Granite Patti	PO not prepared
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:		From No.	14070 To No. 14071
Delivery van site visit on:	12-08-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	-	To No. -
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair: NIL			
Other corrections & remarks: ALL pending requisitions are cancelled			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>for C. Chandra</i>		
Date	14-08-2020		

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

OUTWARD - GATE PASS

No.: 14070

Date :	11/08/2020	Time :	13:10
Company :	Kudakpa & Modi Housing		
Project/site :	Bloomdale chumipet		
Destination :	Summit sales IIP cheslapally		
Outward No. :	Vehicle type	Vehicle No	Owner / Person
10385	By Auto	TS104R 8387	Nursendhan / PM
	Material Description	Quantity	Units
1.	Panel doors (70"x26")	04	03 NOS
2.	Panel doors (80"x26")	15	"
3.	Panel doors (80"x37")	01	"
4.	Panel doors (82"x33")	06	05
5.	Pvc single y" 110MM	25	"
6.	Pvc Door Bends 110MM	35	"
7.	Pvc Plain Bends 110MM	20	"
8.	Pvc coupling 110MM	10	"
9.	Panel doors 80"x28"	01	"
10.			
Total		146	105
Purpose	☐ Return to Supplier ☒ Transfer to other site ☐ For repair/service ☐ Transfer for other phase ☐ On loan to be returned ☐ Others :		
Charges :	☒ No Charge ☐ Collect Full Value ☐ Used/Old Material-Collected 60% value ☐ No charge material shall be reimbursed by fresh PO ☐ Other :		
Material type	☐ Used ☒ New ☐ Defective ☐ Other :		
Remarks :	As per MD's instruction materials sending to Summit sales IIP site		
Approved by :	Sr. Engg.	Admin In-charge	Security
Sign.	<i>[Signature]</i>		<i>[Signature]</i>
Received on	Inward No.	Admin sign:	Security sign.

Note : 1. In case of long list attach a separate signed list 2. Approx rate & amount to be filled by purchase. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to the HO 4. Pink copy to be sent to HO-Purchase division. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass.

OUTWARD - GATE PASS

No.: 14071

Date :	12/08/2020	Time :	15:10		
Company :	Kadukia x Modis Housing				
Project/site :	Bloomdale Shumipet				
Destination :	Vista Homes Kuchai Gorda				
Outward No. :	Vehicle type	Vehicle No	Owner / Person		
10326	RY 1070	TS104128387	Museen / P		
	Material Description	Quantity	Units	Approx. rate	Amount
1.	Ultra sprinkles L	30	Boxes		
2.	Malaysian Brown HL	80	"		
3.	Malaysian Brown D	26	"		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	136	Boxes		
Purpose	☐ Return to Supplier ☒ Transfer to other site ☐ For repair/service ☐ Transfer for other phase ☐ On loan to be returned ☐ Others :				
Charges :	☒ No Charge ☐ Collect Full Value ☐ Used/Old Material-Collected 60% value ☐ No charge material shall be reimbursed by fresh PO ☐ Other :				
Material type	☐ Used ☒ New ☐ Defective ☐ Other :				
Remarks :	As per 142 site instruction, materials tiles sending to Vista Homes				
Approved by :	Sr. Engg.	Admin In-charge	Security		
Sign.	<i>C. Chandra</i>		<i>NTM</i>		
Received on	Inward No.	Admin sign:	Security sign.		

Note : 1. In case of long list attach a separate signed list 2. Approx rate & amount to be filled by purchase. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to the HO 4. Pink copy to be sent to HO-Purchase division. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass.