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

Company:	Kadakia & Modi Housing	Date:	24-08-2020
Site:	Bloomdale	Prepared by:	G.Rahul
Report From / To	13-08-2020		G.Rahul
.Report Date	19-08-2020		

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$

No. of gate passes issued this week:		From No.	14072	To No.	14072
Delivery van site visit on:	20-08-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	13274	To No.	13274	
Items not ordered but received: NILL					
Items sent to HO /vendor that are pending for repair: NILL					
Other corrections & remarks:ALL pending requsistions are cancelled					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	G. Rahul		
Date	24-08-2020		

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

OUTWARD - GATE PASS

No.: 14072

Date :	20/08/2020	Time :	14:00
Company :	Kadalia & Modi Housing		
Project/site :	Bloomdale shamirpet		
Destination :	SVR pumps		
Outward No. :	Vehicle type	Vehicle No	Owner / Person
10387.	BY Jujo	TS10UB 8387	Nagendar / P.M

	Material Description	Quantity	Units	Approx. rate	Amount
1.	open wall submersible pumps	02	No's		
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	02	No's		

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 :	for Repairing purpose

Approved by :	Sr. Engg.	Admin In-charge	Security
Sign.	[signature]		[signature]
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 mus sign the gate pass.