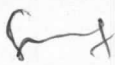


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	29-08-2020
Site:	GHT		Prepared by:	N.SHRAVYA
Report From / To	23-08-2020 to 29-08-2020		Approved by:	A.SURESH
Report Date	29-08-2020			
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	Serial no of item in Req.	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\$
140253	31-07-2020	1	RCC Cube moulds	PO No. 69393 we will get it from SSLLP
140254	31-07-2020	1	CC Rings	PO No.69356 on Monday we will bring the material
140259	13-08-2020	1	MS Round pipe	PO No. 69671 Supplier Dilpreet Tubes, We will get it from supplier.
140260	17-08-2020	1	Flat files	PO No. 69888 Promotions to follow up
140261	19-08-2020	1	MS Square pipe	PO No. 69741 Supplier Dilpreet Tubes,we will get it from Supplier
140262	19-08-2020	1	Coffee powder	PO No. 69814 Supplier Gowtham Enterprises
140266	25-08-2020	1	Coconut Brooms	PO No. 69838 we will get it from SSLLP
140268	26-08-2020	1	MS Tree Guard	PO No. 69939 we will get it from SSLLP
No. of gate passes issued this week:			0	From No. 1919 To No. 1921
Delivery van site visit on:			26-08-2020 & 28-08-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	10477	To No.	10480
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair:				
Details	Project Manager	Admin Officer/Manager		Admin Audit
Sign				
Date	29-08-2020	29-08-2020		

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

APPROVED BY
29 AUG 2020
A. SURESH
PROJECT MANAGER

Certified by:

N. Shrivya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP