

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

Company:	Kadakia and Modi Housing	Date:	05-09-2020
Site:	Bloomdale	Prepared by:	G.Rahul
Report From / To	27-08-2020 To 02-09-2020		G.Rahul
.Report Date	05-09-2020		
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#
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.	Details of discussion with supplier\$
No. of gate passes issued this week:		From No.	14075 To No. 14076
Delivery van site visit on:	04-09-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	13278	To No. 13286
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	for C. Chavannee		
Date	05-09-2020		

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

OUTWARD - GATE PASS

No: 14075

Date :	31/08/2020	Time :	15:20
Company :	Kadakepu & Mod Housing		
Project/site :	Bloomdale Shumpeet		
Destination :	Summit sales 11P Chokkappally		
Outward No. :	Vehicle type	Vehicle No	Owner / Person
10330	BY Jugo	TS10018289	Minister / PAB
	Material Description	Quantity	Units
1.	PVC 45° Bends 75MM	100	NOS
2.	PVC tee 75MM	16	"
3.	PVC 200° Bends 75MM	25	"
4.	PVC Manifold 110MM	20	"
5.	PVC 200° "Y" 75MM	50	"
6.	PVC Bends 110MM	30	"
7.	PVC 45° Bends 110MM	40	"
8.	PVC Plain "Y" 75MM	50	"
9.	PVC 45° Bends 50MM	30	"
10.	PVC Bends 50MM	50	"
	Total		
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 M2 530 Instruction Materials sending to Summit sales 11P site		
Approved by :	Sr. Engg.	Admin In-charge	Security
Sign.	<i>[Signature]</i>		NIRAS
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.

ISSUED GATE PASS

No- 14076

Date :		31/08/2020		Time :		15:30	
Company :		Madukia & Modi Housing					
Project/site :		13100m tale chumapet					
Destination :		summit sales LLP choolapally					
Outward No. :		Vehicle type		Vehicle No		Owner / Person	
10331		12Y Tug		7510418838		Nagaraju/PR	
	Material Description			Quantity	Units	Approx. rate	Amount
1.	PVC Reducer 110MM x 75MM			30	NOS		
2.	PVC 200x110 110MM			20			
3.	/						
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total				50	NOS		
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 LLP site							
Approved by :		Sr. Engg.		Admin In-charge		Security	
Sign.		C. Narasimha				N. J. J.	
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.