

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

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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.: 2266

16/09/2020		Time: 11:10	
Kadakia & Modi Housing 360mole Shumirpet Gavath Electrical			
Vehicle type		Vehicle No	
134 3050		TS104138387	
Vehicle driver		NAGENDRA PARE	
Material Description		Quantity	Units
Submersible pumps		01	NOS
sewage pump		01	NOS
Total		05	NOS
Purpose for transfer		Other details (to be filled by Admin - audit)	
☐ Return to supplier for exchange		☐ Material received by inward no. _____ & date _____	
☐ Return to supplier for refund		Details of credit note from supplier - date _____ & Amount Rs. _____/-	
☐ On loan to be returned		Return of material - inward no. _____ & date _____	
Cost of material to be collected:		GST bills to be raised	
☐ Collect 100% cost - new material		☐ Yes ☐ No	
☐ Collect 60% cost - old material		GST bill no. _____	
☐ No charges to be collected - value deemed to be nil.		Amount _____	
☐ No charges to be collected		date _____	
☒ for repairs & service		NA	
Details:		Details:	
Pumps sending to Gavath Electrical for repairing pur			
Approved by:	Project manager	Admin in-charge	Security
other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
			MD

1. Issuing list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. 7. Engr and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, and send to MD for approval once in a fortnight.