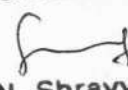


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	19-09-2020	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	13-09-2020 to 19-09-2020		Approved by:	A.SURESH	
Report Date	19-09-2020				
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#	
140276	10-09-2020	1	Electrical Grouting Machine	PO not issued	
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	
140268	26-08-2020	1	MS Tree Guard	PO No. 69939 we will get it from SLLP	
140272	09-09-2020	1-4	Green color hosepipe	PO No. 70340 Mahveer Engg. & Electricals, We are collecting material today ie., 19.09.2020	
140273	09-09-2020	1	LED Street lights	PO No. 70378 We Will get it from SLLP	
140275	09-09-2020	1	CC Rings	PO No. 70338 We Will get it in this week	
140277	15-09-2020	1-9	Submersible Pump	PO No. 70460 Sup:Sri Ganesh Pumps & machinery, We will Collect from them today ie., 19-09-2020	
140278	15-09-2020	1-8	Vipers	PO No.70491,70502 We Will get it from SLLP	
140279	15-09-2020	1-4	Black markers	PO No. 70492 We Will get it from SLLP	
140280	15-09-2020	1	Face Masks	PO No. 70493 We Will get it from SLLP	
140281	15-09-2020	1	Insulation Tapes	PO No. 70445 We Will get it from SLLP	
140282	15-09-2020	1	Flat Cable	PO No. 70447 Sup:Elegant Enterprises, We will get it on Tuesday	
No. of gate passes issued this week:			1	From No.	1924
Delivery van site visit on:			15-09-2020		
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:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	19-09-2020		19-09-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumar@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
19 SEP 2020
A. SURESH
PROJECT MANAGER

Certified by:

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

