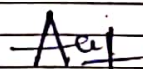


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	MRMLLP	Date:	17.10.2020	
Site:	AGH	Prepared by:	P. Anitha	
Report From / To	10.10.2020 to 17.10.2020	Approved by:	Zakir	
Report Date	17.10.2020			
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
165005	21.05.2020	1 to 4	MS Telescopic pole	Estimate with MD Sir
165099	24.08.2020	1	Swimmingpool filter	Estimate with MD Sir
165128	29.9.2020	1to 6	Electrical inside	Not entered in database
165149	6.10.2020	1	Wire brush	sent for MD's approval
165157	9.10.2020	1	RCC cover	Not entered in database
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
52963	1.05.2020	1 to 4	Bathroom tiles	30% received, remaining will be delivered by next week
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier arranging material
165077	31.07.2020	1 to 8	Al.windows	95% received ;remaining will delevared by next week
165087	11.08.2020	1 to 9	MS Railing	80% received ;remaining will delevared by next week
165108	1.09.2020	1 to 13	wires	90% received ; remaining will delevared by next week
165107	29.08.2020	1,2	Glass mosaic tiles	Will be delivered by next week
165122	12.09.2020	1,2	Black granite	80% received ; remaining will delevared by next week
165125	15.09.2020	1 to 5	grills	Under fabrication
165133	22.09.2020	1	MYK arment	50% received ;remaining will delevared by next week
165136	23.09.2020	1,2	Gate light	90% received ;remaining will delevared by next week
165143	28.09.2020	1 to 4	Red oxide	Will be delivered by next week
165148	3.10.2020	1,2	Pavers& parking tiles	Supplier arranging material
165153	6.10.2020	1 to 5	Sanitary matyerial	Will be delivered by next week
165158	13.10.2020	1 to 22	Cp fitting	70% received ;remaining will delevared by next week
165159	16.10.2020	1 to 7	Electrical inside	Will be delivered by next week
165160	16.10.2020	1	RCC cover	Will be delivered by next week
165161	16.10.2020	1 to 9	Electrical material	Will be delivered by next week
165162	16.10.2020	1 to 8	Panel door	Will be delivered by next week
No. of gate passes issued this week:		Nil	From No.	Nil
Delivery van last site visit on:		16.10.2020 (SALMAN)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl.No. during the week		From No.	14122	To No. 14131
Items not ordered but received:				
Other corrections & remarks:				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign				
Date				

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