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

Company:		Mehta & Modi Realty kowkur LLP			7	Date:	Date:	odi kesti LLT -	24-10-2	2020	
Site:		LYYAS	GHT			Prepared by:		T	N.SHRAVYA		
Report From / To		18-10-2020 to 24-10-2			20	Approved by:		SALAS.	A.SURESH		
Report Date			24-10-2020					UNDE	24-10-3020		
List of requ							neger	erh rei io	nizeim medi	mun empiriciu	
List of requ	uisitions	s where				3 working days at			07/019	also anomisis	
Req No.	Req Date			Serial no of Iten tem in Req.		m Description Reason		on for not preparing PO/WO#			
140288	26-09-2020		1	-2	Grouting machine [hand pump]		Geoming na (band par	PO not prepared			
List of requ	uisitions	s where	PO/WO	is prepare	d ar	nd items have not	been received	at site be	yond the le	ad time:	
Req No.	Req Date			no of Iten		m Description Details o		of discu	of discussion with supplier <sup>s</sup>		
140283	21-09-2020		1-6		Walker single		PO No. 70768 Sup:Datri Enterprises will deliver the material in 1 week.				
140289	30-09-2020		1-2		Labour Helmets		PO No.70886 Partial Pending, Stock not available at SSLLP				
140293	293 19-10-2020		1-2		Coffee Powder		PO No. 71517 Sup: Gautham Enterprises, we will get it from them on tuesday				
No. of gate passes issued this week:			k:	0	From No.	192		To No			
Delivery v			old ret	A			23rd	d married	sdi ac	12 m	
			r) & sto	ck report e	mail	led in pdf format t	o purchase?		,	Yes	
DC register Sl. No. during the week			the	the From No.		10506		Taulat.	To No.	10507	
Items not o	ordered	but rece	ived:	NIL							
Items sent	to HO	vendor 1	that are	pending fo	or re	pair:	migritude	recennel	Project N		
Details		Project Manager		54	Admin Officer/Manager			Admin Audit			
Sign	n, etcher	Trans	ME LUNCH I	the league of	dit I	and C ylatercarries	or in Parchage	oho agus	adminim odii	e vya r kiel	
Date		at almost th	24-10-2020		24-10-2020		The Designation of the	September 1	and company		
	the state of the		1117 - 1117	1 1 2 2		100	1 2 0 1 11.	AND DESCRIPTION OF THE PERSON NAMED IN	1 0		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, 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!





reply to lema	iks on requis	ition by site report.			The second second	
Prepared by:		MINISH				
Report from/t	0	11-10-20 TO 17-10-20				
Report Date		21-10-2020		Date	24/10/202	
Site:		GHT		Remarks by S	hiva Krishna	
Requisition No	Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is dela justified?	
List of requisi	tions where P	O/WO not prepared 3 working days after requisitions				
140283	21-09-20	Walker Single	Delivery Before Saturday	No		
140289	30-09-20	Labour Helmets	Delivery Next Week	NO		
					1	

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2 4 OCT 2020

A. SURESH
PROJECT MANAGER

Certified by:

N. Shravya
Asst. Engineer
MEHTA & MOBI REALTY KOMKURLLP