ply to remai	ks on requisit	ion by site report.			
epared by:					28/11/2020
port from/to		14-11-20 TO 21-11-20 27-11-2020		Date	20811111010
port Date		27-11-2020		Remarks by S	hiva Krishna
		GHT			If material is not
te:	Requisition		Purchase Manager - Remarks	Material delivered?	delivered - is delay justified?
		Material Desescription O/WO not prepared 3 working days after requisitions	Purchase Manager		
let of requisi	tions where P	O/WO not prepared 3 working days after requisitions	Material not Ready next week delivery		
140288	26-09-20	Grouting Machine	Manerial line record		
140200	20 01 2			465	
	02.11.20	Blue pen	Delivered	461	
140296	02-11-20	Male Labour Helmet	Delivered	VIE	
140301		Male Labour remain	Delivered	YES NO.	
140304	11-11-20	Bombay Brooms	Delivered	Week	
140306	11-11-20	Cello Tapes	Delivered	Wes.	_
140308	13-11-20	WPC Door Frames			
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2 8 V 2020

A. SURESH
PROJECT MANAGES

Certified by:

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

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

Company:		Mehta & Modi Realty kowkur LLP			Da	Date:		28-11-2020		
					Prepared by:		N.SHRAVYA			
Site:			GHT		-	Approved by:		A.SURESH		
Report From /		22-11-2020 to 28-11-2020		A	Approved by:					
To Date			28-11-2020							
Report Date List of requ	1 - 1	aumhar		1	ort*:					
list of requ	isitions	numbero I	O/WO n	ot prepared	3 v	vorking days aft	ter requisition:	PO	/WO#	
List of requ	isitions	D-to	Serial n	o of I	tem I	Description	Reason for no	t preparing PO	,,,,	
Req No.	Req Date		item in Req.				LTL-LIL MD oir			
	26-09-2020		1-2		Grouting machine [hand pump]		PO not prepared, Hold by MD sir.			
140288							the land time			
		- l- ana	DO/WO i	s prepared	and i	tems have not b	peen received at site	beyond the lead	nnlier\$	
List of requisitions where PO/WO is prepar					Item Description		Details of discussion with suppliers			
Req No.	Req Date		item in Req.		110					
							PO No. 72107 Partial Pending, We will get it			
140306	11-11-2020		1-2		PO No. 7		fre	from SSLLP.		
110500							PO No. 72448 Sup:Sri balaji enterprises, they			
140315	21-11-2020		1-4		WPC Door frames		will deliver material on 01-11-2020			
					0 From No.		will deliver	То	-	
No of gat	e passe	s issued	this week	C.	0	From No.	25/11,28/11/202	0		
No. of gate passes issued this week: Delivery van site visit on:						100		Yes		
Delivery van site visit on: Inward report (MRN/other) & stock report en					naile	ailed in pdf format to purchase:		To No.	10532	
DC register Sl. No. during			g the From No.			10527		10110.		
week			1.	NIL						
Items not	ordere	d but rec	eivea:	nading fo	rren	air.				
Items sen	t to HC) /vendo	that are	pending fo	Тер	an.				
					Admin Officer/Manager		r/Manager	Admin Audit		
Details		Project Manager			Admin Omcentianage					
Sign						28-11-2020				
Date			28-11-2020 of the missing requisitions to			Damahasa iramadis	stely. 2. Send this repo	rt to purchase@r	nodiproperties c	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and report.com. Admin offices shall not leave the site without completing ashaiya@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 PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager. For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, 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 – 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!

of

2 8 NOV 2020

A. SURESH

Certified by:

N. Shravya

Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP