

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

Company:	Mehta & Modi Realty kowkur LLP	Date:	28-11-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	22-11-2020 to 28-11-2020	Approved by:	A.SURESH
Report Date	28-11-2020		
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#
140288	26-09-2020	1-2	Grouting machine [hand pump] PO not prepared, Hold by MD sir.
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
140306	11-11-2020	1-2	Cello tapes PO No. 72107 Partial Pending, We will get it from SLLP.
140315	21-11-2020	1-4	WPC Door frames PO No. 72448 Sup: Sri balaji enterprises, they will deliver material on 01-11-2020
No. of gate passes issued this week:		0	From No. - To -
Delivery van site visit on:		25/11, 28/11/2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	10527	To No. 10532
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	28-11-2020	28-11-2020	

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

(Handwritten signature)

Certified by:
(Handwritten signature)
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

APPROVED BY
28 NOV 2020
A. SURESH
PROJECT MANAGER