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

		ehta & Modi Realty kowkur LLP		ealty	Date:		05-12-2020			
Site:			GHT			Prepared by:		11.077		
Report From / 29-12		2-2020 to 05-12-202		2020	Approved by:		N.SHRAVYA			
To		27 12	3-12-2020 to 05-12-			Approved by:		A.SURESH		
Report Date			05-12-2020							
List of req	uisitions	numbe	rs missi	ing in th	ne repor	t*.				
List of req	uisitions	where	PO/WC	not pr	enared	3 working days a	fter requisition:			
Req No.	Req Date		Serial no of Iter item in Req.		m Description	Reason for not prepar		PO/WO#		
140288	26-09-2020		1	-2	1	outing machine hand pump]		PO not prepared, Hold by MD sir.		
List of requ	uisitions	where	PO/WO	is nrer	pared an	d items have not	been received at sit			
Reg No.	Rea	Date	Serial	no of	Iton	n Description	been received at sit	e beyond the le	ead time:	
		item i		n in	itei	il Description	Details of discussion with supplier <sup>\$</sup>		suppliers	
140316	21 11	2020	Re	_						
	21-11-2020		1-4		WPC Door frames		PO No. 72448 Sup:Sri balaji enterprises, they will deliver material on 08-12-2020			
140317	24-11-2020		1		MS L-Angle		PO No. 72424 Sup: Dilpreet Tubes, we			
140323	12-12-2020		4		WPC Door frames		PO No. 72694 Sup: Sri balaji enterprises, they will deliver material on 15-12-2020			
No. of gate	passes	issued ti	his wee	k:	0	From No.	will deliver mater		020	
Delivery va	an site v	isit on:					04/12 05/12/202	То	-	
Inward rep	ort (MR	N/other	) & stoc	k repor	t emaile	ed in pdf format t	04/12,05/12/202			
Inward report (MRN/other) & stock report DC register Sl. No. during the From								Yes		
week				Pioni	100.		0533	To No.	10539	
Items not o				NIL						
Items sent t	o HO /v	endor tl	nat are p	ending	for repa	air:			•	
Details		\ P	roject N	<b>Nanage</b>	r	Admin Officer/A	· Carrier and Carr			
Details Project Manage Sign				idiage		Admin Officer/Manager		Admin Audit		
Date	1	( No	5-12-20	20		05-1	2-2020			
otes: 1. * Se	nd a cor	oy of the	missing	requisit	tions to I	Purchase immediatel	v 2 Send this report			

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 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!





		tion by site report. MINISH			
Prepared by: Report from/t	0	14-11-20 TO 21-11-20			
Report House	0	27-11-2020		Date	F 10 0-1
Report Date		GHT		Dance L. C	5-12-20°
Site:		GII.		Remarks by S	hiva Krishna
Requisition No	Requisition Date	Material Desescription O/WO not prepared 3 working days after requisitions	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
ist of requisi	tions where P	O/WO not prepared 5 working days after requisitions			
140288	26-09-20	Grouting Machine	Material not Ready next week delivery	NO	
140306	11-11-20	Cello Tapes	Delivered	NO	
140315	21-11-20	Cello Tapes WPC Door Frames	Deliverey on 08-12-20	NO	
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APPROVED BY

0 5 DEC 2020

A. SURESH

PROJECT MANAGES

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