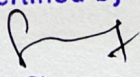


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:		Mehta & Modi Realty kowkur LLP		Date:		12-12-2020	
Site:		GHT		Prepared by:		N.SHRAVYA	
Report From / To		06-12-2020 to 12-12-2020		Approved by:		A.SURESH	
Report Date		12-12-2020					
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.			
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			
140317	24-11-2020	1	MS L-Angle	PO No.72424 Sup: Dilpreet Tubes, we will get it by the end of next week			
140323	02-12-2020	4	WPC Door frames	PO No. 72694 Sup: Sri balaji enterprises, they will deliver material on 15-12-2020			
140325	03-12-2020	1	Pump starters	PO No. 72732 Sup: Sree ganesh pumps & motors, We will get it on Monday.			
No. of gate passes issued this week:			0	From No.	-	To	-
Delivery van site visit on:			08/12,10/12/2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes			
DC register Sl. No. during the week		From No.	10540	To No.	10543		
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		12-12-2020		12-12-2020			

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

Certified by:

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

