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$
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

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		29-11-20 TO 05-12-20			
Report Date					
Site:		11-12-2020		Date	12-12-2020
		GHT		Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
140288	26-09-20	Grouting Machine	Material not Ready next week delivery		
140316	21-11-20	WPC Door Frames	Delivered	YES	
140317	24-11-20	MS L-Angle	Delivery on 14-12-20	NO	
140323	12-12-20	WPC Door Frames	Delivery on 12-12-20	NO	

Certified by:

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