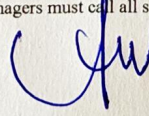


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	04-01-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	27-12-2020 to 02-01-2021		Approved by:	A.SURESH	
Report Date	04-01-2021				
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 ^{\$}	
140327	11-12-2020	1-2	Staff Helmets	PO No. 72911 Partital delivery. We will get it from SSSLP when stock is available.	
140341	29-12-2020	1	Mastic pads	PO No.73375 Partially delivered. Remaining material we will get it from SSSLP on monday	
140342	29-12-2020	1	Thermacol sheets	PO No.73376 We will get it from SSSLP.	
No. of gate passes issued this week:			1	From No.	1937 To 1937
Delivery van site visit on:			29/12,30/12/2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	10561	To No.	10567
Items not ordered but received: NIL					
Items sent to HO /vondor that are pending for repair:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	04-01-2020		04-01-2020		

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!



APPROVED BY
04 JAN 2021
A. SURESH
PROJECT MANAGER

Certified by:

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