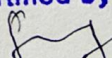


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	09-01-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	03-01-2021 to 09-01-2021		Approved by:	A.SURESH	
Report Date	09-01-2021				
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.	
140348	05-01-2021	1-4	UPVC windows	PO not prepared.	
140349	05-01-2021	1-4	UPVC windows	PO not prepared.	
140351	05-01-2021	1-3	Power coadted grills	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	
140341	29-12-2020	1	Mastic pads	PO No.73375 Partially delivered. Remaining material we will get it from SSLLP on monday	
140345	04-01-2021	1-2	Al. Service wire	PO No. 73504 we will get it from SSLLP on Monday.	
140345	04-01-2021	1-2	Power plug	PO No. 73505 Sup: shubham enterprises. We will get it on Tuesday.	
140345	04-01-2021	1-2	Distribution board	PO No. 73508 Sup: Parameshwara engg. Solutions, We will get it from them on Tuesday.	
140347	04-04-2021	1-4	SS Screws	PO No. 73596 Sup: Sri balaji enterprises, we will get it from them on Monday.	
No. of gate passes issued this week:			1	From No.	1938 To 1938
Delivery van site visit on:			06/01/2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	10568	To No.	10572
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	09-01-2020		09-01-2020		

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

APPROVED BY
09 JAN 2021
A. SURESH
PROJECT MANAGER

Certified by:

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