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

Company:	Mehta & Modi Realty kowkur LLP	Date:	18-01-2021
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	10-01-2021 to 16-01-2021	Approved by:	A.SURESH
Report Date	18-01-2021		

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.
140362	06-01-2021	1-2	Nylon safety belt	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$
140341	29-12-2020	1	Mastic pads	PO No.73375 Partially delivered. Remaining material we will get it from SSLLP on monday
140361	06-01-2021	1-5	MS Round Pipe	PO No. 73820 Sup: Dilpreet Tubes, we will get it from them on Wednesday.
140363	06-01-2021	1-2	MS Powder coated sheet	PO No. 73815 Sup: Swathi buildtech PVT LTD, we will get it from them on Wednesday.
140371	09-01-2021	1	LED Street Lights	PO No. 73760 Sup:Refletions Electricals We will get it from them on Wednesday.
140373	11-01-2021	1-6	CPVC pipe	PO No. 73752, We will get it from SSLLP.
140373	11-01-2021	1-6	GI Ball valve	PO No.73754, Sup: Praful Sanitary, we will get it from them by Wednesday.

No. of gate passes issued this week:	1	From No.	-	To	-
Delivery van site visit on:	11/01& 13/01/2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	10573	To No.	10585	
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	18-01-2021	18-01-2021	

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!

A. SURESH

PROJECT MANAGER

Certified by:

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

APPROVED BY
18/01/2021
18 JAN 2021
A. SURESH
PROJECT MANAGER