

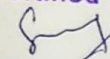
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	06-02-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	31-01-2021 to 06-02-2021		Approved by:	A.SURESH	
Report Date	06-02-2021				
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#	
140412	01-02-2021	1	U Clamp patti	PO to be issue.	
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 ⁵	
140362	06-01-2021	1-2	Nylon Safety net	PO No. 73926. Arthi Enterprises, We will get it from them on Monday.	
140395	25-01-2021	1-2	False Ceiling Lights	PO No. 74150, Reflections Electricals, we will get it from them on monday.	
140399	25-01-2021	1-2	False Ceiling Lights	PO No. 74187, Reflections Electricals, we will get it from them on monday.	
140403	30-01-2021	1-12	PVC Pipes	PO No.74319, We will get it from SSLLP.	
140407	01-02-2021	1	Adopter for bio metric	PO No.74423, Sup:Interactive data systems, they will deliver material on Wednesday.	
140408	01-02-2021	1-20	PVC Pipes	PO No.74486, We will get it from SSLLP.	
140409	01-02-2021	1-13	Cpvc Pipes	PO No. 74468, We will get it from SSLLP.	
140411	01-02-2021	2	PVC pipe	PO No.74379, We will get it from SSLLP.	
No. of gate passes issued this week:			0	From No.	To
Delivery van site visit on:			2/02,03/02,& 05/02/2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	10619		To No.	10634
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	06-02-2021		06-02-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumar@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
06 FEB 2021
A. SURESH
PROJECT MANAGER

Page 1 of 1

Certified by:

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

Reply to remarks on requisition by site report.					
Prepared by:	Minish			Date	06/12/2021
Report from/to	24-01-21 TO 30-01-21			Remarks by Shiva Krishna	
Report Date	05-01-2021			Material delivered?	If material is not delivered - is delay justified?
Site:	GHT				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks		
List of requisitions where PO/WO not prepared 3 working days after requisitions					
			PO No 74150/74187 Contact Supplier	NO	
140394	25-01-21	False Ceiling Lights	Delivered	YES	
140396	25-01-21	PVC Dark Brown False Ceiling	Delivered	NO	
140397	27-01-21	Cement			
			Contact Supplier	NO	
140362	06-01-21	Nylon Safety Net	Delivered	YES	
140363	06-01-21	MS Powder Coated Sheet	Delivery next week	YES	
140378	20-01-21	Roots Sweeping Machine	Contact Supplier	YES	
140390	20-01-21	Rod Cutting Blades	Contact Supplier	YES	
140391	21-01-21	Bio-Metric Machine Charger	Contact Supplier	YES	

APPROVED BY
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PROJECT MANAGER

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Asst. Engineer
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