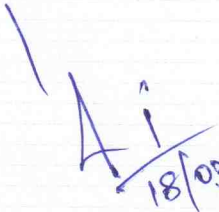


Reply to remarks on requisition by site report					
Prepared by		MINISH			
Report from/to		06-03-21 TO 13-03-21			
Report Date		18-03-2021			
Site		AGH			
				Date	
				Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
Req NO	Req Date	Item Description			
165296	11-02-21	3T sliding windows	Under Estimation		
165314	05-02-21	Visiting cards for Names	Promotion to follow-up		
165317	10-03-21	MS Telescopic pole	Requisition Approved PO to Issue		
165320	10-03-21	CU-Multistand wire	MD to finalize		
165322	10-03-21	Emulsion	wrong details		
165099	24-08-20	Swimming pool filter equipment	Work Order to Issue		
165235	21-12-20	AL windows	Partly delivered balance this week		
165250	04-01-21	Door frames	Partly delivered balance this week		
165257	05-01-21	pavers & parking tiles	Follow-up with Contractor		
165269	12-01-21	Bathroom tiles	Partly delivered balance this week		
165275	12-01-21	Tanbrown granite	Send sizes to SOVLLP		
165284	01-02-21	8mm H-glass with project logo	Promotion to follow-up		
165296	11-02-21	AL windows	Partly delivered balance this week		
165310	22-02-21	panel doors	Partly delivered balance this week		
165311	23-02-21	CPVC material	Delivered		
165312	23-02-21	PVC material	Partly delivered balance this week		
165313	23-02-21	Eco-Drain	Delivered		
165319	10-03-21	Consumable Material	Partly delivered balance this week		
165323	11-03-21	Tanbrown granite	Send sizes to SOVLLP		


 18/03/2021

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

Company:	Modi Realty Miryalaguda LLP		Date:	13.03.2021	
Site:	AVR Gulmohar Homes		Prepared by:	Roja	
Report From / To	06.03.2021 to 13.03.2021		Approved by:		
Report Date	13.03.2021				
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	
165296	11-02-2021	1 to 8	3T sliding windows	Req.Missing <i>under estimation.</i>	
165314	05.02.2021	2	Visiting cards for names	Req. Sent for MD's approval. <i>Promotion to follow-up.</i>	
165317	10.03.2021	3	MS telescopic pole,Gazette Plate of pole,washers.	Req. Sent for MD's approval. <i>Requestion approved Po to issue.</i>	
165320	10.03.2021	4	Cu-Multistandard wire.	Req. Sent for MD's approval. <i>MD to finalize.</i>	
165322	10.03.2021	5	Emulsions.	Req. Sent for MD's approval. <i>wrong details.</i>	
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	
165099	24.08.2020	1	Swimming pool filter equipment	Hold by MD sir <i>labric - order to Realize.</i>	
165235	21.12.2020	1 to 8	Al. windows	45% received ; remaining will delivered by next week <i>Partly Delivered Bal this week</i>	
165250	4.1.2021	1 to 5	Door frames	90% received ; remaining will delivered by next week <i>→ 11</i>	
165257	5.01.2021	2	Pavers & parking tiles	80% received ; remaining will delivered by next week <i>→ Follow-up with contractor.</i>	
165269	12.01.2021	1,4,5,8	Bathroom Tiles	90% received ; remaining will delivered by next week <i>→ VISA/MPC.</i>	
165275	12.01.2021	1 to 10	TAN Brown Granite materials	Will be delivered by next week <i>→ Send sizes to Gov.</i>	
165284	1.02.2021	1	8mm H glass with logo of project	Will be delivered by next week <i>Promotion to follow-up.</i>	
165296	11-02-21	1 to 8	AL.Windows	Ready for supplies. <i>→ Partly Delivered Bal this week.</i>	
165310	22-02-2021	1 to 09	Penal door	50% received ; remaining will delivered by next week <i>→ Delivery this week.</i>	
165311	23-02-2021	1 to 41	CPVC Materials	90% received ; remaining will delivered by next week <i>→ Delivered.</i>	
165312	23-02-2021	1 to 38	PVC materials	90% received ; remaining will delivered by next week <i>→ this week.</i>	
165313	23-02-2021	1 to 15	Eco Drain	90% received ; remaining will delivered by next week <i>→ Delivered.</i>	
165319	10.03.2021	1 to 22	Consumable material	50% received ; remaining will delivered by next week <i>→ Partly Delivered Bal this week.</i>	
165323	11-03-2021	1	Ten Brown Granite	Ready for supplies. <i>→ Send sizes to Gov.</i>	
No. of gate passes issued this week:			27-02-2021	From No.	To No.
				1430	1340
Delivery van last site visit on:			13.03.2021 (salman)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week		From No.	14041	To No.	7622
Items not ordered but received:					
Other corrections & remarks: We have one gate pass date 27-02-2021.tills now not repairing.					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	<i>[Signature]</i>		<i>[Signature]</i>		
Date					

Asst. Project Manager/Engineer

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