

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

Company:	Mehta & Modi Realty kowlur LLP		Date:	20-03-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	14-02-2021 to 20-03-2021		Approved by:	A.SURESH	
Report Date	20-03-2021				
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*	
140375	15-01-2021	1-2	Glass railing	Rates to be finalize	
140376	15-01-2021	1-2	Glass railing	Rates to be finalize	
140456	22-02-2021	1-4	Jaisalmer	Rated Enquiry.s	
140473	23-02-2021	1-2	Glass railing	Rates to be finalize	
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	
140436	16-02-2021	1	MI Wifi cameras	Online purchase.	
140460	23-02-2021	1	Micro fibre door mats	Online purchase.	
140470	23-02-2021	4	French window	PO No:75475 Sup:Liberty 21, They will deliver the material on Monday.	
140471	23-02-2021	1-3	Ms powder coated grills	PO No:75214, Material went for powder coating.	
140476	01-03-2021	1-2	LED Lights	PO No.75328, Sup: Reflections Electicals,We will get it from them when stock is available	
140481	04-03-2021	1	LED Bulbs	PO No. 75388, Sup: Reflections Electicals,We will get it from them when stock is available	
140485	09-03-2021	1-2	Powder coated Z Angle	PO No:75576, We will get it from SSSLP	
140486	10-03-2021	1	Majestic pad	PO:75444, We will get it from SSSLP when material is available.	
140496	15-03-2021	1-2	Green hose pipe	PO 75613,Sup: Ganesh tube traders, We will get it from them on Monday.	
140499	16-03-2021	1-2	Granite	PO No:75609, We will get it from SOV on Tuesday.	
No. of gate passes issued this week:			0	From No.	- To -
Delivery van site visit on:			Not visited.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	10718	To No.	10743
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	20-03-2021		20-03-2021		

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

APPROVED BY

20 MAR 2021

A. SURESH
PROJECT MANAGER

Certified by:

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

[illegible]