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

C			IKS HOM SILE ON								
			a&Modi Realty Kowkur LLP			Date:		10-04-2021			
			vood Heights			Prepared by:		N.Shravya			
Report From / To 04-03-						Approved by:		A.Suresh			
Report Date		0-04-20									
			ssing in the repo								
			O not prepared				ition:			DO AVO!	
Req No.	Req Date		Serial no of item in Req.	Item Desc				Reason for	r not preparin	g PO/WO*	
140456 22-02-2021			1-4	Jaisalmer			PO to be issued.				
List of requis	itions where	e PO/W	O is prepared a	nd items hav	e no	t been receiv	ved at	site beyond th	he lead time:		
Req No.	Req Date		Serial no of item in Req.	Item Description		Details of discussion with supplier					
140436	40436 16-02-2021		1	MI Wifi cameras		Online purchase.					
140460			1	Micro fibre door mats		Online purchase.					
140499	16-03-2		1-2		Granite		PO No:75609, We will get it from SOV on Monday.				
140503	19-03-2021		1,3	Wall h	Wall hanging lights		PO No.75749, We will get it from SSLLP wher matterial is available.				
140510	31-03-2	2021	1	(Camera			Online purchase.			
140516	03-04-2021		1-4	MS Grills			p	PO No.76134, We will get it from SSLLP.			
140517	03-04-2021		1		Granite		PO No. 76210, We will get it from SOV on Monday				
140518	05-04-2021		1-5,8	CPVC Pipe		PO No.76220. We will get it from SSLLP					
140520	0520 08-08-2021		1-4	Stationary ite			PO No.76264, We will get it from SSL		t from SSLLP		
140521 06-08-2021		2021	1-7	Odon			PO No. 76266		We will get it from SSLLP		
No. of gate p	asses issued	this w	eek:	0	F	rom No.		Tol			
Delivery van	site visit on	1:			-		04th	06th .08th .09th	.10 th		
Inward repor	t (MRN/oth	er) & st	tock report ema	iled in pdf fo	rmat	to purchase	e?		Yes		
Items not ord						•					
Other correct											
Details of ste	-										
SI. No Tor size			Wt per mtr kgs	Wt. for 12 mtr rod – kgs		Stock at site – no of rods		Stock at site in Kgs	Previous stock in Kgs		
1.	8mm		.395	4	1.74						
2.	10mm		.617		404						
3.	12mm		.89		0.68						
4.	16mm		1.58	18	3.96						
5.	20mm		2.47	29	9.64						
6.	25mm		3.86	40	5.32						
7.	32mm		6.32	7:	5.84						
8.	Binding w	rire									
OPC stock 75 bags			OPC last weeks stock		PPC/PSC stock				PPC/PSC last weeks stock		
Details			Project Manager			Admin Officer/Manage		Manager	Admin Audit		
Sign			/								
Date			10-04-2021	(11		10-04-202	21		10-4-2021		
Notes: 1 * Send	a copy of the	missing n	equisitions to Purch	se immediately	2. Sen	d this report to	purcha	se@modipropertie	s.com, ashaiya@r	nodiproperties.com an	

Notes: 1. Send a copy of the missing requisitions to Purobase immediately 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>raikumarn@modiproperties.com</u> on every Saturday. 3. Admin offices and not leave the site without ompleting 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

1 0 APR 2021 Page 1 of 1

A. SURESH
PROJECT MANAGER

cepty to rema		tion by site report.			
repared by:		Minish			
Report from/to	0	28-03-21 TO 03-04-21			
Report Date		09-04-2021		Date	10 4 202
Site:		GHT		Remarks by S	
					If material is not
Requisition	Requisition			Material	delivered - is delay
No	Date	Material Desescription	Purchase Manager - Remarks	delivered?	justified?
List of requis	tions where P	O/WO not prepared 3 working days after requisitions			
140375	15-01-21	Glass Railing	PO to Issue	461	
140376	15-01-21	Glass Railing	PO to Issue	MH	
140456	22-02-21	Jaisalmer	PO to Issue	No	
140473		Glass Railing	PO to Issue	74	
140508	23-03-21	Biege concrete floor tile 4x2	Collect from GMR	YES	
				1	
140436	16-02-21	MI Wifi cameras	Online Purchase	NO	
140460		Micro fibre door mats	Online Purchase	No	
140499			Collect from SOVLLP	No	
140503		Wall hanging lights	Delivery next week	No	
140504	19-03-21	Isolator	Collect from SSLLP	441	
140505	20-03-21		Collect from SSLLP	146	
140508		Vetrified Tiles 2x2	Contact Ganesh Tiles & Collect	Yel	
140512		CPVC Items	Delivered	44	
1.0012	20.00.01		DVII-UU	1-3	
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Certified by:

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