

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	28-08-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	22-08-2021	Approved by:	A.Suresh
Report Date	28-08-2021		

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#
140705	04-08-2021	1	Powder coated double gates	PO not issued.
140722	17-08-2021	1-3	Malaysian Brown Dark	PO not issued.
140735	28-08-2021	1-12	40Amps Isolator	PO not issued.

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
140717	13-08-2021	1	Powder coated grills	PO No. 79763, We will get it from SSSLP.
140732	28-08-2021	1	4 core armour cable	PO No.79985, Sup: Premier Engineering corporation, We will get it from SSSLP.

Inward report (MRN/other) & stock report emailed in pdf format to purchase Yes

Items not ordered but received:

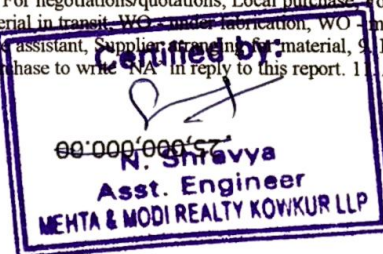
Other corrections & remarks:

Details of steel & cement stock

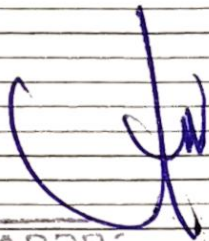
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock	0 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	28-08-2021			28-08-2021		28-08-2021

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



Reply to remarks on requisition by site report.					
Prepared by:	Minish				
Report from/to	15-08-21 TO 21-08-21				
Report Date	27-08-2021		Date	28/8/21	
Site:	GHT		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					
140705	04-08-21	Powder coated double gates	Under fabrication	NO	
140722	17-08-21	Malaysian Brown Dark	Delivery next week	NO	
140723	17-08-21	MS Square pipe	PO to issue	NO	
140730	19-08-21	DLC Concrete	Contact supplier	NO	
140731	19-08-21	RMC	Contact supplier	NO	
140717	13-08-21	powder coated grills	Under fabrication	NO	
140719	17-08-21	Channel brackets	Delivered	NO	
140724	17-08-21	WPC Door Frames	Contact supplier	NO	
140729	19-08-21	LED Street lights	Contact supplier	NO	



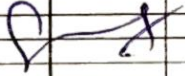
APPROVED

28 AUG 2021

A. PRASHANTH

PRC. MANAGER

Certified by:



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