

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	26-03-2022
Site:	Greenwood Heights	Prepared by:	K. Sncha
Report From / To	20-03-2022 To 26-03-2022	Approved by:	A.Suresh
Report Date	26-03-2022		

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 [#]
141214	24-02-2022	1-8	6sq 4 core Red color wire	Po to be issue.
141274	15-03-2022	1-4	Banquet hall-plastic chairs	Po to be issue.
141275	15-03-2022	1-2	Kitchen-gys cylender	Po to be issue.
141278	15-03-2022	1-3	Association office chairs with caster	Po to be issue.
141280	15-03-2022	1-9	Gym Equipments	Po to be issue.
141282	15-03-2022	1-10	Gym Equipments	Po to be issue.
141283	15-03-2022	1-3	Yoga room-Yoga matt	Po to be issue.
141284	15-03-2022	1-12	Recreation room- carrom board with stand	Po to be issue.
141303	23-03-2022	1-3	SS Curtain rod	Quotes to be receive.

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
140858	02-11-2022	1	lifts	Po no 82674 Sup:Johnson Lifts Private Limited Supplier delivered the material by next week
141161	01-02-2022	1-5	Country vanilla tile	Po no 85202We will get it from SSLLP Stores when the material is Available.
141167	01-02-2022	1-2	Large tile	Po no 85292 we will get it from SSLLP Stores when the material is Available.
141248	08-03-2022	1	Tan brown granite	Po no.86208 We will it from SSLLP By next week.
141252	08-03-2022	1	Conceled tanks	Po no.86197 we will get it from SSLLP Stores when the material is Available.
141258	08-03-2022	1-4	UPVC Windows	Po no 86416 Sup:Lberty21 ventures private limited.Under fabrication.
141258	08-03-2022	1-4	UPVC Windows	Po no 86426 Sup:Shakthi UPVC Industries.Under fabrication.
141259	08-03-2022	1-3	UPVC Windows	Po no 86427 Sup:Shakthi UPVC Industries.Under fabrication.
141259	08-03-2022	1-3	UPVC Windows	Po no 86417 Sup:Lberty21 ventures private limited.Under fabrication.
141263	09-03-2022	1-4	Powder coated grills	Po no:86320 Sup:SSLLP under fabrication.
141264	09-03-2022	1-4	Powder coated grills	Po no:86321 Sup:SSLLP under fabrication.
141294	19-03-2022	1-5	Country vanilla tiles	Po No:86601 We will get it from SSLLP Stores when the material is Available.
141295	19-03-2022	1-8	Malysian brown dark	Po No:86647.We will get it from SSLLP Stores by Monday.
141297	21-03-2022	1-4	Main door frame	Po no:86643 Sup:Adilabad timber mart.Supplier said delivered the material by Monday.
141298	21-03-2022	1	Vitrified tiles.	Po no:86599.We will get it from SSLLP Stores from by Monday.

No. of gate passes issued this week:	NILL	From No.	-	To No.	-
Delivery van site visit on:	21 st ,22 nd ,23 rd ,24 th ,25 th ,26 th March				
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	Nil	Nil	Nil	
2.	10mm	.617	7.404	Nil	Nil	Nil	
3.	12mm	.89	10.68	Nil	Nil	Nil	
4.	16mm	1.58	18.96	Nil	Nil	Nil	
5.	20mm	2.47	29.64	Nil	Nil	Nil	
6.	25mm	3.86	46.32	Nil	Nil	Nil	
7.	32mm	6.32	75.84	Nil	Nil	Nil	
8.	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	321	PPC/PSC last weeks stock	374
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		K.Sneha			
Date		26-03-2022		26-03-2022			

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

26 MAR 2022

A. SURESH

Certified by:

Sneha

K. Sneha

Asst. Engineer

MEHTA & MODI REALTY KOWKUR LLP

Reply to remarks on requisition by site report						
Prepared by	Minish					
Report from to	13-03-22 TO 19-03-22					
Report Date						
Site	GH1		26-03-2022			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Date	26/3/22	
List of requisitions where PO/WO not prepared 3 working days after requisitions				Remarks by Shiva Krishna		
141214	24-02-22	1sq core red colour wire	Clarification Required by Mr Suresh	Material delivered?	If material is not delivered - is delay justified?	
141233	01-03-22	Modular Kitchen	Contact supplier			
141234	01-03-22	Modular Kitchen	Contact supplier			
141161	01-02-22	Country Vanilla Tile				
141167	01-02-22	Large Tiles	Collect from GMR			
141179	08-02-22	SS Name Banquet Hall	Collect from GMR			
141180	08-02-22	SS Name -Yoga Room	Contact supplier			
141248	08-03-22	Tan brown granite	Contact supplier			
141252	08-03-22	Concealed Tanks	Collect from SOVLLP			
141253	08-03-22	Recon Packets	Delivery Next Week			
141263	09-03-22	Powder coated grills.	Delivered			
141264	09-03-22	Powder coated grills.	Delivery on 28/03/22	yes		
141269	11-03-22	White Lead	Delivery on 28/03/22			
			Contact supplier			

[Handwritten Signature]

26 MAR 2022

A. PUNLOH

