

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	04-04-2022
Site:	Greenwood Heights	Prepared by:	K. Sneha
Report From / To	27-03-2022 To 02-04-2022	Approved by:	A. Suresh
Report Date	02-04-2022		

List of requisitions numbers missing in the report:-

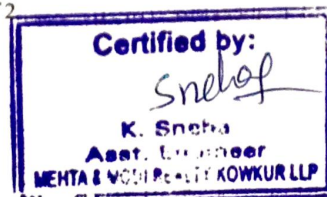
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ^a
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	First aid room	Po to be issue.
141281	15-03-2022	1-12	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.
141332	29-03-2022	1	Automatic 08 passengers lift	Quotes to be receive.
141335	30-03-2022	1	Swimming pool equipment	Requisition sent to MD's Approval.

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.
141233	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants Pvt.Ltd. Under fabrication.
141234	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants Pvt.Ltd. Under fabrication.
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:Liberty21 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:Liberty21 ventures private limited.Under fabrication.
141263	09-03-2022	1-4	Powder coated grills	Po no:86320 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.
141298	21-03-2022	1	Vitrified tiles.	Po no:86599.We will get it from SSLLP Stores from by Monday.
141277	15-03-2022	1	Waiting room	Po no:86632 We will get it from SSLLP Stores from Wednesday.
141279	15-03-2022	1-14	Creche	Po no:86574 Sup:Priyanka Enterprises supplier siad delivered the material by Wednesday.
141303	23-03-2022	1-3	SS Curtain rod	Po No:86788 Sup:Sathyavarapu Hardwares,we will get it material by Tuesday.
141313	25-03-2022	1-4	Powder coated grills	Po no:86790 Sup:SSLLP Under fabrication.
No. of gate passes issued this week:			01	From No. 10452 To No. 10452

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Delivery van site visit on:		28 th , 29 th , 30 th , 31 st March & 2 nd April.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
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	279	PPC/PSC last weeks stock 321
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		A.Suresh		K.Sneha		
Date		04-04-2022		04-04-2022		

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

