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

Company:	Meht a& Modi Realty Kowkur LLP	Date:	16-04-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	10-04-2022 To 16-04-2022	Approved by:	A.Suresh
Report Date	16-04-2022		

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#
141275	15-03-2022	1-2	Kitchen-gys cylender	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	Po to be issue.
141346	05-04-2022	1	Blower	Online purchase
141381	11-04-2022	1-2	Aplit AC'S	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$
140858	02-11-2022	1	lifts	Po no 82674 Sup:Johnson Lifts Private Limited Supplier delivered the material by next week
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.
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.
141263	09-03-2022	1-4	Powder coated grills	Po no:86320 We will get it from SSLLP Stores by Monday.
141284	15-03-2022	1-8	Recreation room-carrom board with stand	Po no:86834Sup:S.A Sports supplier said delivered within 6 or 7 days.
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.
141313	25-03-2022	1-4	Powder coated grills	Po no:86790 Sup:SSLLP Under fabrication.
141348	05-04-2022	1	Tan brown granite	Po no:87095 We will get it from SSLLP Stores by Tuesday.
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.Mohan Ram Under fabrication.
141351	05-04-2022	1-2	Urinals	Po no:87103Sup:JVM Enterprises Supplier said material delivered by Monday.
141357	6-04-2022	1-4	Powder coated Z-angles	Po no:87193 Sup:SSLLP Under fabrication.
141358	06-04-2022	1-3	Powder coated Z-angles	Po no:87191 Sup:SSLLP Under fabrication
141359	06-04-2022	1-5	Powder coated Z-angles	Po no:87192 Sup:SSLLP Under fabrication
141366	09-04-2022	1	Vertified tiles	Po No:87243 We will get it from SSLLP Stores by Tuesday.
141367	09-04-2022	1-12	Malasian brown dark	Po No:87291 We will get it from SSLLP by

				Tuesday.			
No. of gate passes issued this week:			01	From No.	10455	To No.	10455
Delivery van site visit on:			11^{th} to 16^{th} 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	167	PPC/PSC last weeks stock	253

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	K.Sneha	
Date	16-04-2022	16-04-2022	

16 APR 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!

Certified by:
Sneha
K. Sneha
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP