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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	30-04-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	24-04-2022 To 30-04-2022	Approved by:	A.Suresh
Report Date	30-04-2022		

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#
141281	15-03-2022	1-3&5-12	Gym Equipments	Po to be issue.
141282	15-03-2022	1-10	Gym Equipments	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.
141405	20-04-2022	1-5	MS L-Angle	Po to be issue.
141418	25-04-2022	1-4	B class pipe	Po to be issue.
141420	27-04-2022	1-4	Fan rods	Po to be issue.

.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$
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.supplier said delivered the material next week.
141259	08-03-2022	1-3	UPVC Windows	Po no 86427 Sup:Shakthi UPVC Industries.Under fabrication.supplier said delivered the material next week.
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.
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 said delivered the material by Monday.
141313	25-03-2022	1-4	Powder coated grills	Po no:86790 Sup:SSLLP Under fabrication.
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.Mohan Ram Under fabrication.
141372	09-04-2022	1-4	UPVC Window's	Pono:87313 Sup:Shakthi UPVC Industries.Under Fabrication.
141373	13-04-2022	1-4	Powder coated grills.	Po no:87417 Sup:SSLLP Under fabrication.
141392	15-04-2022	1-4	Powder coated grills	Po no:87440 Sup:SSLLP Under fabrication.
141393	15-04-2022	1-4	UPVC Windows	Po no:87442 Sup:M.Sudarsha.Under Fabrication.
141394	15-04-2022	1-8	Panel doors	Po no:87638 We will get it from SSLLP Stores by Monday.
141399	18-04-2022	1-2	Vertified tiles	Po no:87478 We will get it from SSLLP By Monday.
141408	21-04-2022	1	Eco drain pipes	Po no:87601 Sup:Praful Sanitary Supplier said delivered the material by Monday.
141411	23-04-2022	1	Vertified tiles	Po no:87684 We will get it from SSLLP By Monday.

No. of gate passes issued this week:	NILL	From No.	-	To No.	-

Delivery van site visit on:	2^{nd} to 30^{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	320	PPC/PSC last weeks stock	107
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		K.Sneha			
Date		30-04-2022		30-04-2022			

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!

APPROVED BY
30 APR 2022
A. SURESH
PROJECT MANAGER

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