

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	9-05-2022
Site:	Greenwood Heights	Prepared by:	P.Sneha
Report From / To	30-04-2022 To 7-05-2022	Approved by:	A.Suresh
Report Date	9-05-2022		

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 <sup>#</sup>
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.
141443	5-5-22	1-10	wires	Rate under negotiation

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 <sup>s</sup>
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.
141284	15-03-2022	1-8	Recreation room-carrom board with stand	Po no:86834Sup:S.A Sports supplier said delivered within 2 or 3 days.
141277	15-03-2022	1	Waiting room	Po no:86632 We will get it from SSSLP Stores from Wednesday.
141313	25-03-2022	1-4	Powder coated grills	Po no:86790 stock not have at sslp stores <sup>o</sup>
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.
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 pick from sslp
141399	18-04-2022	1-2	Vertified tiles	Po no:87478 We will get it from SSSLP by 2 to 3 days
141411	23-04-2022	1	Vertified tiles	Po no:87684 We will get it from SSSLP By 2to 3 days

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

Delivery van site visit on:      30<sup>th</sup> to 9<sup>th</sup> 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
PPC stock		OPC last weeks stock	PPC/PSC stock	107	PPC/PSC last weeks stock 255
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	A.Suresh		P.Sneha		
Date	9-05-2022		9-05-2022		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto: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!

APPROVED BY  
**09 MAY 2022**  
 A. SURESH  
 PROJECT MANAGER

Certified by:  
*Sneha*  
 P. Sneha  
 Engineer  
 REALTY KOWKUR LLP