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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	14-05-2022
Site:	Greenwood Heights	Prepared by:	P.Sneha
Report From / To	7-05-2022 To 14-05-2022	Approved by:	A.Suresh
Report Date	14-05-2022		

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#
141274	15.03.22	1&2	Banquet hall	Po to be issue
141278	15.03.22	1&3	Association office	Po to be issue
141282	15-03-2022	1-10	Gym Equipments	Po to be issue.
141285	15.03.22	2-6	Cafeteria	Po to be issue
141332	29-03-2022	1	Automatic 08 passengers lift	Quotes to be receive.
141346	05-04-2022	1	Blower	Online purchase
141381	11-04-2022	1-2	split AC'S	Rate under negotiation
141405	20-04-2022	1-5	MS L-Angle	Po to be issue.
141443	5-5-22	1-10	wires	Po to be issue
141454	10.5.22	1	TV	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$
141281	15.03.22	Only 1st item	Gym Equipment	Stock not have at suppliers
141233	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants pvt Ltd.supplier said delivey from next week
141234	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants Pvt.Ltd. Supplier said delivery from next week
141274	15-03-2022	1&2	Banquet hall	Po no:86834Sup:S.A Sports supplier said delivered within 2 or 3 days.
141277	15-03-2022	1	Waiting room (notice board)	Po no:86632 We will get it from SSLLP Stores from Wednesday.
141372	4.05.22	1-4	UPVC window's	Po no 87313 Liberty ventures Pvt.Ltd supplier delivery on next week
141313	25-03-2022	1-4	Powder coated grills	Po no:86790 stock not have at ssllp stores"
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.Mohan Ram suppilers send to 2 to 3 days
141372	09-04-2022	1-4	UPVC Window's	Pono:87313 Sup:ShakthUPVC Industries.suppiler not rechable (switch off the mobile)
141393	15-04-2022	1-4	UPVC Windows	Po no:87442 Sup:M.Sudarsha. Supplier delivery on wednesday
141394	15-04-2022	1-8	Panel doors	Po no:87638 pick from ssllp
141399	18-04-2022	1-2	Vetrified tiles	Po no:87478 We will get it from SSLLP by 2 to 3 days
141411	23-04-2022	1	Vertified tiles	Po no:87684 We will get it from SSLLP By 2to 3 days

No. of gate passes issued this week:	NILL	From No.	-	To No.	-
Delivery van site visit on:	7th to 14th 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. -	Wt. for 12 mtr	Stock at site	Stock at site in	Previous stock in Kgs

		kgs	rod – kgs	– no of rods	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	255	PPC/PSC last weeks stock 238
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		A.Suresh		P.Sneha		
Date		14-05-2022		14-05-2022		

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

14 MAY 2022

A. SURESH
PROJECT MANAGER