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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	21-05-2022
Site:	Greenwood Heights	Prepared by:	P.Sneha
Report From / To	14-05-2022 To 21-05-2022	Approved by:	A.Suresh
Report Date	21-05-2022		

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#
141346	05-04-2022	1	Blower	Online purchase(delivery on Monday)
141381	11-04-2022	1-2	split AC'S	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$
141233	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants pvt Ltd.supplier said delivey on monday
141234	01-03-2022	1	Modular kitchen	Po no:86453 Sup:Linus Consultants Pvt.Ltd. Supplier said delivery on monday
141285	18.05.2022	3&4	Cafeteria	Po no 88357 sup: SS commercials delivery on 1st week of JUNE
169535	05.03.2022	1	Treadmill	Po no 86131 nil stock at supplier his asking one week time
141282	15.03.2022	7 to 10	gym	Po no 88368 supplier asking advance cheque and 08 s no party speaker on line purchase
141277	15-03-2022	1	Waiting room (notice board)	Po no:86632 We will get it from SSLLP Stores from Wednesday.
141278	15-03-2022	1,2,3	Association office	Po no 88364,88371 sup:Maa sai seating Delivery on next week
141372	4.05.2022	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 delivery on wenesday
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.Mohan Ram work under progress
141393	15-04-2022	1-4	UPVC Windows	Po no:87442 Sup:M.Sudarsha. Supplier delivery on next week
141411	23-04-2022	1	Vertified tiles	Po no:87684 We will get it from SSLLP By 2to 3 days
141399	18.04.22	1-2	Vertified tiles	Po no 87878 we will get it from SSLLP by 2 to 3 day

No. of gate passes issued this week:	3	From No.	113	To No.	114,115-
Delivery van site visit on:	14 to 21 may				
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	238	PPC/PSC last weeks stock	467
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		P.Sneha			
Date		21-05-2022		21-05-2022			

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!

23 MAY 2022

SURESH
PROJECT MANAGER