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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	04.06.2022
Site:	Greenwood Heights	Prepared by:	P.Sneha
Report From / To	28-05-2022 To 04.06.2022	Approved by:	A.Suresh
Report Date	04.06.2022		

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#
141900	24-5-2022	1	Cock tail table	Po to be issue
141899	24-5-2022	1	4 chairs with table set	Po to be issue
141898	24-5-2022	1	Bar stool	Po to be issue
141897	24-5-2022	1	Center table(wakefit-make)	Po to be issue
141896	24-5-2022	1to 3	Sofa set	Po to be issue
141895	24-5-2022	1	Piliated blinds off white colour	Po to be issue
141893	24-5-2022	1,2	Electrical hand dryer	Po to be issue
141891	24-5-2022	1	Bean bags	Po to be issue
141890	24-5-2022	1	Wenge chair	Po to be issue
141889	24-5-2022	1,2	Sofa set	Po to be issue
141888	24-5-2022	1	4 seater dinnig table with chairs wenge colour	Po to be issue
141887	24-5-2022	1	Nilkamal ratan type chair	Po to be issue
141283	15.03.2022	1 & 3	Yoga mat & Digital weighing machine	Po to be issue
141381	11-04-2022	1-2	split AC'S	Po to be issue
141922	30.05.2022	1 & 2	Cafetaria Cabinets & Bar Cabinets	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$
141263	20.3.2022	1 to 4	Ms grills	Po no 86320 sup: SSLLP delivery on Wenesday
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
141274	15.03.2022	1&4	Banquet Hall	Po no 88362 sup: SSLLP delivery on Wenesday
141277	15-03-2022	1	Waiting room (notice board)	Po no:86632 We will get it from SSLLP Stores from next monday
141278	15-03-2022	1,2,3	Association office	Po no 88364,88371 sup:Maa sai seating Delivery on monday
141313	25-03-2022	1-4	Powder coated grills	Po no:86790sup:SSLLP delivery on wenesday
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.Mohan Ram Deliver on thursday
141886	24.05.2022	1 & 2	Soap Dispenser & Hand Dryer	Po no Sup : Sky limit group delivery on Wenesday
141885	24.05.2022	1	Mirror with frame	Po no : 88654 sup: SSLLP delivery on Wenesda

No. of gate passes issued this week:	From No.		To No.	
Delivery van site visit on:	28 to 04 june			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			

<table>
<tr><td colspan="8">Other corrections & remarks:</td></tr>
<tr><td colspan="8">Details of steel & cement stock</td></tr>
<tr><td>Sl. No</td><td>Tor size</td><td>Wt per mtr. - kgs</td><td>Wt. for 12 mtr rod – kgs</td><td>Stock at site – no of rods</td><td>Stock at site in Kgs</td><td colspan="2">Previous stock in Kgs</td></tr>
<tr><td>1.</td><td>8mm</td><td>.395</td><td>4.74</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>2.</td><td>10mm</td><td>.617</td><td>7.404</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>3.</td><td>12mm</td><td>.89</td><td>10.68</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>4.</td><td>16mm</td><td>1.58</td><td>18.96</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>5.</td><td>20mm</td><td>2.47</td><td>29.64</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>6.</td><td>25mm</td><td>3.86</td><td>46.32</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>7.</td><td>32mm</td><td>6.32</td><td>75.84</td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>8.</td><td>Binding wire</td><td></td><td></td><td>Nil</td><td>Nil</td><td colspan="2">Nil</td></tr>
<tr><td>OPC stock</td><td></td><td>OPC last weeks stock</td><td></td><td>PPC/PSC stock</td><td>372</td><td>PPC/PSC last weeks stock</td><td>425</td></tr>
<tr><td colspan="2">Details</td><td colspan="2">Project Manager</td><td colspan="2">Admin Officer/Manager</td><td colspan="2">Admin Audit</td></tr>
<tr><td colspan="2">Sign</td><td colspan="2">A.Suresh</td><td colspan="2">P.Sneha</td><td colspan="2"></td></tr>
<tr><td colspan="2">Date</td><td colspan="2">04.06.2022</td><td colspan="2">04.06.2022</td><td colspan="2"></td></tr>
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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!

0 4 JUN 2022

PROJECT MANAGER