

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	25.06.2022			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	18.06.2022 to 25.06.2022	Approved by:	A.Suresh			
Report Date	25.06.2022					
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#		
141896	24-5-2022	1 to 3	Sofa set	Po to be issue		
141898	24-5-2022	1	Bar stool	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		
141969	14-06-2022	1 to 7	Panel doors	Po to be issue		
141988	17-06-2022	1,2	Vitrified tiles	Po to be issue		
141986	17-06-2022	1	Ss table	Po to be issue		
141985	17-06-2022	1	Cocktail table	Po to be issue		
141933	2-06-2022	1 to 33	Pvc pipes	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 <sup>s</sup>		
141900	24-5-2022	1	Cock tail table	Po no 89072 sup: SLLP Delivery on this week		
141895	24-5-2022	1	Piliated blinds off white colour	Po no 89056 sup BVRinfra projects Dilevary on friday		
141899	24-05-2022	1	Nilkamal ratan furniture chairs with table set	Po no 89014 supp: sunil enterprises delivered on this week.		
141277	15-03-2022	1	Waiting room ( notice board)	Po no:86632 We will get it from SLLP Stores from thursday		
141278	15-03-2022	1,,3	Association office	Po no 88364,88371 sup:Maa sai seating Delivery on tuesday		
141887	24-5-2022	1	Nilkamal ratan type chair	:Po no 89012 sup: Sunil enterprises delivery on wednesday		
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.MohanRam Deliver on monday		
141885	24.05.2022	1	Mirror with frame	Po no : 88654 sup: SLLP delivery on Wenesday		
141332	29.03.2022		Automatic passenger lift	Po no 88443 sup : johnson lifts Delivery on this month		
141921	30.05.2022	1	JBL CSLM 20	Po no 89001sup: SLLP Delivery on this week		
141956	07.06.2022	1	Roots Cleanning mechine manoval	Po no 89057 sup: Roots multicleane ltd Deliver on this week		
141949	07.06.2022	1	Beanch press with stand for weight rod	Po no 89228 sup Decadhion Sports Delivery on tuesday		
141955	09.06.2022	1	Cafeteria kitchen unit	Po no 89118 sup: Linus Consultation Pvt Ltd Delivery on this week		
141959	09.06.2022	1 to 7	Law mover.	Po no 89168 sup:P.B.Shah.co Delivery on wenesday		
141958	07.06.2022	11	Roots Sweeper Electrical	Po no 98049 sup: Roots multicleaner ltd Delivery on this week		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		18.06.2022 to 25.06.2022				
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	372	PPC/PSC last weeks stock	370
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	25.06.2022			25.06.2022			

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!