

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	09.07.2022	
Site:	Greenwood Heights	Prepared by:	Asma	
Report From / To	02.07.2022 to 09.07.2022	Approved by:	A.Suresh	
Report Date	09.07.2022			
List of requisitions numbers missing in the report*:- 141985,142003,142005,142010,142020,142023,142027,142028,142038,142045.				
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 [#]
141888	24-5-2022	1	Dining set with wenge chairs	Po to be issue
141896	24-05-2022	1 to 3	Sofa set	Po to be issue
141898	24-5-2022	1	Bar stool	Po to be issue
141986	17-06-2022	1	SS table	Po to be issue
142003	24-06-2022	1 to 8	Ceramic tiles	Po to be issue
142014	28-06-2022	1 to 5	Steel z angle	Po to be issue
142015	28-06-2022	1 2	grills	Po to be issue
142017	29-06-2022	1 to 4	Upvc windows	Po to be issue
142048	06-07-2022	1 to 4	Upvc windows	Po to be issue
142051	06-07-2022	1 to 8	General item	Po to be issue
142052	06-07-2022	1 to 3	hardware	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 ⁵
141277	15-03-2022	1	Waiting room (notice board)	Po no:86632 We will get it from SSLLP Stores from this week
141278	15-03-2022	1,,3	Association office	Po no 88364,88371 sup:Maa sai seating Delivery on this week
141282	15-03-2022	1	Water cooler	Po no 88368 sup: Aryan enterprises delivery on this week.
141332	29.03.2022		Automatic passenger lift	Po no 88443 sup : johnson lifts Delivery on this month
141349	05-04-2022	1	Glass railing	Po no:87097Sup:Mr.MohanRam Deliver on monday
141447	05-05-2022	1 to 3	Coated grills	Po no 88057 sup: sslp delivery on next week
141451	11-05-2021	1 to 3	Coated z angles	Po no 88304 sup : sslp delivery on next week
141887	24-5-2022	1	Nilkamal ratan type chair	:Po no 89012 sup: Sunil enterprises delivery on this month
141889	24-05-2022	1,2	Sofa set	Po no 89411 sup: SSLLP delivery on this week
141890	16-06-2022	1	Wenge chairs	Po no 89413 sup:Sidhardh enterprises delivery on thursday
141893	24-05-2022	1 2	Hand dryer	Po no 89160 sup : sky limit group delivery on next week
141895	24-5-2022	1	Piliated blinds off white colour	Po no 89056 sup BVRinfra projects Delivered on next friday
141899	24-05-2022	1	Nilkamal ratan furniture chairs with table set	Po no 89014 supp: sunil enterprises delivered on this month
141922	30-05-2022	1 2	Cafeteria cabينات	Po no 89438 sup:linus consultant pvt delivery on 06-07-2022.
141949	07.06.2022	1	Beanch press with stand for weight rod	Po no 89228 sup Decadhion Sports Delivery on this week
141954	07-06-2022	1	Wireless router	Po no 89043 sup: sslp delivery on this week
141955	09.06.2022	1	Cafeteria kitchen unit	Po no 89118 sup: Linus Consultation Pvt Ltd

				Delivery on this week			
141956	07.06.2022	1	Roots Cleanning machine manual	Po no 89057 sup: Roots multicleane ltd Deliver on this week .			
141958	07.06.2022	11	Roots Sweeper Electrical	Po no 89049 sup: Roots multicleaner ltd Delivery on this week			
141964	11-06-2022	1	Kitchen dado tiles	Po no 89136 sup:ssllp delivery on monday			
141969	14-06-2022	1 to 7	Pannel doors	Po no 89659 sup:ssllp delivery in next week			
141972	14-06-2022	1 to 4	Panel doors	Po no 89186 sup:ssllp delivery on this monday			
142025	30-06-2022	1	Glass railing	Po no 89615 sup:mr mohan ram delivered in next week			
No. of gate passes issued this week:			01	From No.	Nil	To No.	Nil
Delivery van site visit on:			02.06.2022 to 09.07.2022				
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	76	PPC/PSC last weeks stock	196
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	09.07.2022			09.07.2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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!**