

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	16.07.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	09.07.2022 to 16.07.2022	Approved by:	A.Suresh
Report Date	16..07.2022		
List of requisitions numbers missing in the report*:- 142064 ,142062, 142061, 142038			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Reason for not preparing PO/WO#
141985	17-06-2022	1	Cock tail table
142045	06-07-2022	1 to 4	Upvc windows
142048	06-07-2022	1 to 4	Upvc windows
142053	07-07-2022	1 to 2	Large tiles
.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.	Details of discussion with supplier ⁵
141278	16-03-2022	1	Low storage
141285	15-03-2022	1	Coffee machine
141349	05-04-2022	1	Glass railing
141447	05-05-2022	1 to 3	Coated grills
141451	11-05-2021	1 to 3	Coated z angles
141888	24-5-2022	1	Dining set with wenge chairs
141889	24-05-2022	1	Sofa set 2+1
141896	24-05-2022	1	Sofa set 2+2+2+1
141898	24-5-2022	1	Bar stool
141891	24-05-2022	1	Bean bag
141899	24-05-2022	1	Nilkamal ratan furniture chairs with table set
141922	30-05-2022	1 2	Cafeteria cabinates
141955	09.06.2022	1	Cafeteria kitchen unit
141956	07.06.2022	1	Roots Cleanning machine manual
141958	07.06.2022	11	Roots Sweeper Electrical
142003	24-06-2022	1 to 8	Wall tiles
142025	30-06-2022	1	Glass railing
142058	09-07-2022	1	Electrical Copper wire
No. of gate passes issued this week:		01	From No.
Delivery van site visit on:		09.06.2022 to 16.07.2022	
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68

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	344	PPC/PSC last weeks stock 76
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Asma		
Date	16.07.2022			16.07.2022		

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


