

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	23.07.2022			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	16.07.2022 to 23.07.2022	Approved by:	A.Suresh			
Report Date	23..07.2022					
List of requisitions numbers missing in the report*:- 142080, 142064 , 142038						
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#		
142045	06-07-2022	1 to 4	Upvc windows	Po to be issue		
142048	06-07-2022	1 to 4	Upvc windows	Po to be issue		
142053	07-07-2022	1 to 2	Large tiles	Po to be issue		
142061	11-07-2022	1to 3	Building materials	Po to be issue		
142074	15-07-2022	1	Windows ventilator	Po to be issue		
142082	18-07-2022	1 to 9	Electical copper wire	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		
141278	16-03-2022	1	Low storage	Po no 88364 sup: sslp delivery in this week		
141285	15-03-2022	1	Coffee machine	The supplier gives update on monday		
141349	05-04-2022	1	Glass railing	Po no:87097 Sup:Mr.MohanRam Delivery 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		
141888	24-5-2022	1	Dining set with wenge chairs	Ordered online awaiting to receive		
141889	24-05-2022	1	Sofa set 2+1	Ordered from wakefit awaiting to receive		
141896	24-05-2022	1	Sofa set 2+2+2+1	Ordered from wakefit awaiting to receive		
141891	24-05-2022	1	Bean bag	Po no 88948 sup: sslp delivery on this week		
141899	24-05-2022	1	Nilkamal ratan furniture chairs with table set	Po no 89014 supp: siddarth delivery on the monday		
141922	30-05-2022	1 2	Cafeteria cabينات	Po no 89438 sup:linus consultant pvt ltd delivery in this week		
141954	07-06-2022	1	Router Sim	Po no 89043 sup: SSSLP delivery in this month		
141955	09.06.2022	1	Cafeteria kitchen unit	Po no 89118 sup: Linus Consultation Pvt Ltd Delivery in this week		
141956	07.06.2022	1	Roots Cleanning machine manual	Po no 89057 sup: Roots multiclean ltd Delivery on this week .		
142015	28-06-2022	1,2	MS Grills	Po no 89881 sup: SSSLP delivery is on next week.		
142025	30-06-2022	1	Glass railing	Po no 89615 sup:mr mohan ram delivery in next week		
142026	30-06-2022	1	Man hole cover	Po no 89774 sup:SSLLP delivery on Monday		
142037	04-07-2022	1	Regal beige tiles	Po no 89698 sup:SSLLP delivery on next week		
142049	06-07-2022	1	Tan Brown Granite	Po no : 89840 sup :SSLLP delivery on next week.		
142052	07-07-2022	1,2	Vitrified tiles	Po no 89838 sup: SSSLP delivery on next week.		
142065	13-07-2022	1	Hardware Items	Po no 90275 sup: SSSLP delivery on Tuesday.		
142075	15-07-2022	1 to 9	General Items creche	Po no 90275 sup:SSLLP delivery on Monday.		
142076	15-07-2022	1 to 5	Chemicals	Po no 90140 sup:SSLLP delivery on Monday.		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		16.06.2022 to 23.07.2022				
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	224	PPC/PSC last weeks stock	344
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	23.07.2022			23.07.2022			

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!


