

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

Company:	Mehta& Modi Realty Kowkur LLP		Date:	30.07.2022	
Site:	Greenwood Heights		Prepared by:	Asma	
Report From / To	23.07.2022 to 30.07.2022		Approved by:	A.Suresh	
Report Date	30.07.2022				
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#	
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	
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 ^s	
141278	16-03-2022	1	Low storage	Po no 88364 sup: SSLLP delivery in this week	
141349	05-04-2022	1	Glass railing	Po no:87097 Sup:Mr.MohanRam Delivery on Thursday	
141357	06-04-2022	1,2	MS Z angles	Po no : 87193 sup:SSLLP delivery on Monday.	
141447	05-05-2022	1 to 3	Coated grills	Po no 88057 sup: SSLLP delivery on next week	
141451	11-05-2021	1 to 3	Coated z angles	Po no 88304 sup : SSLLP 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: SSLLP delivery on this week	
141898	24-05-2022	1	Bar stool	Ordered online awaiting to receive	
141899	24-05-2022	1	Nilkamal ratan furniture chairs with table set	Po no 89014 supp: Siddarth delivery on tuesday	
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: SSLLP delivery in this month	
141955	09.06.2022	1	Cafeteria kitchen unit	Po no 89118 sup: Linus Consultation Pvt Ltd Delivery in this week	
141964	11-06-2022	1	Floor tile country almond	Po no :89136 sup:SSLLP delivery on Monday.	
142003	24-06-2022	1 to 8	Ceramic wall tiles	Po no 89921 sup:SSLLP delivery in this week.	
142005	27-06-2022	1 to 3	Plumbing GI material	Po no 89998 sup : Praful sanitary delivery in this week	
142014	28-06-2022	1 to 5	Ms Z angles	Po no 89957 sup : SSLLP delivery in next week	
142015	28-06-2022	1,2	MS Grills	Po no 89881 sup: SSLLP delivery is on next week.	
142024	30-06-2022	1	Crema Marfil floor tiles	Po no :89703 sup:SSLLP delivery in this 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	
142049	06-07-2022	1	Tan Brown Granite	Po no : 89840 sup :SSLLP delivery on next week.	
142051	07-07-2022	1,2	Vitrified (Tagus & marbo opera) tiles	Po no :89837 sup:SSLLP delivery on Monday.	
142052	07-07-2022	1,2	Vitrified tiles	Po no 89838 sup: SSLLP delivery on next week.	
142056	07-07-2022	1 to 8	Ceramic wall tiles	Po no 89847 sup:SSLLP delivery on next week.	
142070	14-07-2022	1 to 8	Ceramic wall tiles	Po no 90186 sup:SSLLP delivery on next week.	
No. of gate passes issued this week:			01	From No.	Nil
Delivery van site visit on:			23.06.2022 to 30.07.2022		
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	150	PPC/PSC last weeks stock	244
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	30.07.2022			30.07.2022			

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!


