

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	06.08.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	30.07.2022 to 06.08.2022	Approved by:	A.Suresh
Report Date	06.08.2022		

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*
142102	26-07-2022	1 to 5	Armoured cable	Po to be issue
142111	01-08-2022	1 to 3	Tools & cutting blade	Po to be issue
142113	01-08-2022	1 to 8	Electrical material	Po to be issue
142117	02-08-2022	1 to 6	Plumbing GI material	Po to be issue
142119	02-08-2022	1	Cement ppc	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
141349	05-04-2022	1	Glass railing	Po no:87097 Sup:Mr.MohanRam Delivery in week
141357	06-04-2022	1,2	MS Z angles	Po no : 87193 sup:SSLLP delivery in this week
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
141922	30-05-2022	1 2	Cafeteria + Bar + Library cabinets	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.
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.
142025	30-06-2022	1	Glass railing	Po no 89615 sup: Mr mohan ram delivery in next week
142051	07-07-2022	1,2	Large tiles (Tagus & marbo opera) tiles	Po no :89837 sup:SSLLP delivery on Monday.
142052	07-07-2022	1,2	Large tile (regal beige)	Po no 89838 sup: SSLLP delivery on next week.
142075	15-07-2022	1 to 9	Creche toys & books	Po no 90297 sup: SSLLP deliver in this week
142105	30-07-2022	1 to 2	Plumbing GI material	Po no 90615 sup :SFS hardware delivery in this week

No. of gate passes issued this week: 01 From No. Nil To No. Nil

Delivery van site visit on: 01-08-22 ,03-08-22, to 06-08-2022

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	3.95	4.74	Nil	Nil	Nil
2.	10mm	6.17	7.404	Nil	Nil	Nil
3.	12mm	8.91	10.68	Nil	Nil	Nil

A. SURESH
PROJECT MANAGER

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	145	PPC/PSC last weeks stock 150
Details	Project Manager			Admin Officer/Manager		
Sign	A.Suresh			Asma		
Date	06.08.2022			06.08.2022		

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


