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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	20.08.2022
Site:	Greenwood Heights	Prepared by:	D Devi
Report From / To	13.08.2022 to 20.08.2022	Approved by:	A Suresh
Report Date	20.08.2022		

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
142117	02-08-2022	1 to 6	MS & GI Material	Po to be issue
142142	16-08-2022	1 to 9	Electrical wires	Po to be issue
142148	17-08-2022	1	GI nut with washer	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$
141357	06-04-2022	1,2	MS Z angles	Po no : 87193 sup SSLLP delivery in this week
141889	24-05-2022	1	Sofa set 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
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.
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.
142061	11-07-2022	3	False ceiling material	Po no 90663 sup:Abdul Qadeer delivery on next week.
142075	15-07-2022	1 to 9	Creche toys & books	Po no 90297 sup: SSLLP delivery in this week
142087	20-07-2022	1 to 2	Tagus & Marbo-opera tiles	Po no 90292 sup:SSLLP delivery on next week
142107	30-07-2022	1	CP sink cock	Po no 90643 sup:SSLLP delivery on next week
142110	01-08-2022	1	CC Hume pipe	Po no:90690 sup:Sri Tirumala Hume Pipes delivery on next week.
142111	01-08-2022	1 to 3	Cutting Blade	Po no 90904 sup:Sri Laxmi Ganesh steels & Hardware delivery on tuesday
142112	01-08-2022	1 to 3	MS Grills	Po no 90648 sup:SSLLP delivery on Monday.
142115	02-08-2022	1	Guard Alert siren	Po no .90703 sup:Parshva Global delivery on next week.
142118	02-08-2022	1 to 4	Paints	Po no 90898 sup:Ganji Venkannah & sons delivery on next week
142121	03-08-2022	1,2	Regal Beige & Urbanwood dark tiles	Po no 90756 sup:SSLLP delivery on Monday

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	13-08-22 ,16-08-22 to 19-08-22				
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	425	PPC/PSC last weeks stock	495
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		D Devi			
Date		20.08.2022		20.08.2022			

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!

APPROVED BY
2 0 AUG 2022
A. SURESH
PROJECT MANAGER