

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

Company:	Mehta & Modi Realty Kowkur LLP	Date:	03.09.2022			
Site:	Greenwood Heights	Prepared by:	D Devi			
Report From / To	27.08.2022 to 03.09.2022	Approved by	A. Suresh			
Report Date	03.09.2022					
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		
142137	09-08-2022	1	Cable Tray	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		
141357	06-04-2022	1,2	MS Z angles	Po no : 87193 sup:SSLLP 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		
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		
142115	02-08-2022	1	Guard Alert siren	Po no :90703 sup:Parshva Global delivery on next week.		
142117	02-08-2022	1 to 6	MS & GI Material	Po no 90943 sup:Global Engineering Solutions delivery on Monday.		
142121	03-08-2022	1,2	Regal Beige & Urbanwood dark tiles	Po no 90756 sup:SSLLP delivery on Monday.		
142148	17-08-2022	1	GI Threaded Rod with nut	Po no 91446 sup: Sunil Fastners delivery on next week.		
142152	18-08-2022	1,2	Toys-cars & dolls	Po no 91152 sup:SSLLP delivery on next week.		
142158	22-08-2022	1 to 3	GI Plumbing	Po no 91340 sup:Praful sanitary delivery on next week.		
142159	23-08-2022	1	SS Dust Bin	Po no:91289 sup.Veerabhadra Enterprises delivery on next week.		
142163	24-08-2022	1	MS Mesh work	Po no 91333 sup: Nandana Fire Protection delivery on next week		
142165	24-08-2022	1	GI Threaded Rod with nut	Po no 91465 sup: Sunil Fastners delivery on next week.		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		27-08-22 to 02-09-22				
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		PPC/PSC	315	PPC/PSC last 370

		weeks stock		stock		weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		D Devi			
Date		03.09.2022		03.09.2022			

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!


