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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	01.10.2022
Site:	Greenwood Heights	Prepared by:	D Devi
Report From / To	24.09.2022 to 01.10.2022	Approved by:	A.Suresh
Report Date	01.10.2022		

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#
142188	07-09-2022	1	Gas Cylinder	Po to be issue
142211	22-09-2022	1 to 3	Plumbing material	Po to be issue
142218	28-09-2022	1 to 3	MS Grills	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$
142037	04-07-2022	1 & 3	Floor Large tiles	Po no 89697 sup:SSLLP delivery in this week.
142040	04-07-2022	5	Malasian Brown DK	Po no 89700 sup:SSLLP delivery in this week.
142051	07-07-2022	1,2	Large tiles (Tagus & marbo opera) tiles	Po no :89837 sup:SSLLP delivery on thursday.
142052	07-07-2022	1,2	Regal beige & urban wood dark	Po no 89838 sup: SSLLP delivery on next week.
142070	14-07-2022	5,7	Malasian Brown DK & HL	Po no 90186 sup:SSLLP delivery on Thursday.
142075	15-07-2022	1	Building block	Po no 90297 sup: SSLLP delivery in week
142087	20-07-2022	1 to 2	Tagus tiles	Po no 90292 sup:SSLLP delivery on next week
142112	01-08-2022	1	Powder coated grill	Po no 90648 sup:SSLLP delivery on next week.
142115	02-08-2022	1	Guard Alert siren	Po no :90703 sup:Parshva Global delivery on next week.
142125	04-08-2022	2,3,5,7,8	Ceramic Wall Tiles	Po no 90806 sup: SSLLP delivery on next week.
142137	09-08-2022	1	Cable Tray	Po no 91169 sup:Venkateswara Electrical Enterprises delivery in week
142139	11-08-2022	2,3,4,7,8,9	CPVC material	Po no 91023 sup:SSLLP delivery in week.
142208	21-09-2022	2 to 10	Plumbing material	Po 92379 sup: praful sanitary delivery on Monday
142208	21-09-2022	1	Submersible pump	Po no 92385 sup: andhra pumps & motors delivery in week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	24-09-2022 to 01-10-2022				
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	218	PPC/PSC last weeks stock	242

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	D Devi	

Date	01-10-2022	01-10-2022	

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
01 OCT 2022
A. SURESH
PROJECT MANAGER