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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	08.10.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	01.10.2022 to 08.10.2022	Approved by:	A.Suresh
Report Date	08.10.2022		

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
142223	29-09-2022	1 2	Pvc flase ceiling	Po to be issue
142227	01-10-2022	1	MS round pipe	Po to be issue
142230	01-10-2022	1 to 3	MS L angle flat patti	Po to be issue
142231	03-10-2022	1 to 8	Plumbing cpvc	Po to be issue
142232	03-10-2022	1 to 4	Electrical material	Po to be issue
142235	04-10-2022	1 to 4	Upvc windows	Po to be issue
142236	04-10-2022	1 to 10	Doors & hardware	Po to be issue
142238	04-10-2022	1	Glass railing	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.
142121	03-08-2022	1 2	Vitrified tiles	Po no 90756 sup:SSLLP delivery 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 on monday
142215	26-09-2022	2, 5, 7	Plumbing cpvc	Po no 92364sup:SSLLP delivery on Tuesday
142216	24-09-2022	1	Kajariya dyna tiles	Po no 92368 sup : SSLLP delivery in week
142229	01-10-2022	1 2	Plumbing rigid elbow	Po no 92617 sup:SSLLP delivery on Monday

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	01-10-2022 to 04-10-2022 & 06-10-2022 to 08-10-2022				
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	150	PPC/PSC last weeks stock	218
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		Asma			
Date		08-10-2022		08-10-2022			

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!

08 OCT 2022
A. SURESH
PROJECT MANAGER