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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	22.10.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	15.10.2022 to 22.10.2022	Approved by:	A.Suresh
Report Date	22.10.2022		

List of requisitions numbers missing in the report*:- 142266

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
142272	13-10-2022	1	Vitrified tiles	Po to be issue
142278	17-10-2022	1 to 9	Electrical copper wires	Po to be issue
142283	17-10-2022	1 to 3	Cutting blades	Po to be issue
142284	17-10-2022	1	Fire rated door	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$
142075	15-07-2022	1	Building block	Po no 90297 sup: SSLLP delivery in next week
142115	02-08-2022	1	Guard Alert siren	Po no :90703 sup:Parshva Global delivery in next week
142121	03-08-2022	1 2	Regal beige & urban wood dark floor tiles	Po no 90756 sup :SSLLP delivery in next week
142216	24-09-2022	1	Kajariya dyna tiles	Po no 92368 sup :SSLLP delivery in week
142218	28-09-2022	1 to 3	Steel MS Grills	Po no 92445 sup: SSLLP delivery next week
142236	04-10-2022	2 4 8 9	Panel doors	Po no 92696 sup :SSLLP delivery on Tuesday
142238	04-10-2022	1	Glass balcony railing	Po no 92682 sup : chouhan steel furniture delivery next week
142243	06-10-2022	1 to 8	Plumbing CP material	Po no 92658 sup: SSLLP delivery within week
142245	06-10-2022	1 to 3	Cp sanitary	Po no 92660 sup : SSLLP delivery within week
142260	09-10-2022	1	Nitco biblios tiles	Po no 92763 sup: SSLLP delivery in next week
142275	14-10-2022	1	Conceled tank	Po no 92965 sup : SSLLP delivery on wedensday
142279	17-10-2022	1 to 10	Electrical material	Po no 93063sup: SSLLP delivery on wedensday
142280	17-10-2022	1 to 8	Electrical material	Po no 93065 sup : SSLLP delivery on wedensday
142286	17-10-2022	1 to 4	Ultra sprinkle tiles	Po no 93068 sup: SSLLP delivery within week
142287	17-10-2022	1 to 4	Malesian brown tiles	Po no 93067 sup : SSLLP delivery within week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:					

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	255	PPC/PSC last weeks stock	53

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	
Date	22-10-2022	22-10-2022	

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
22 OCT 2022
A. SURESH
PROJECT MANAGER