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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	29.10.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	22.10.2022 to 29.10.2022	Approved by:	A.Suresh
Report Date	29.10.2022		

List of requisitions numbers missing in the report[*]:- 142294

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
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
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
1422235	04-10-2022	1 to	Upvc doors and windows	Po no 92685 sup: ARN upvc doors & windows delivery within week
142236	04-10-2022	2 4 8 9	Panel doors	Po no 92696 sup :SSLLP delivery in week
142238	04-10-2022	1	Glass balcony railing	Po no 92682 sup: chouhan steel furniture delivery on Monday
142243	06-10-2022	1 to 8	Plumbing CP material	Po no 92658 sup: SSLLP delivery next week
142245	06-10-2022	1 to 3	Cp sanitary	Po no 92660 sup : SSLLP delivery next 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 in week
142278	17-10-2022	1 to 7	Electrical copper wires	Po no 93061 sup: SSLLp delivery within week
142283	17-10-2022	1 to 3	Cutting blades	Po no 93267 sup:sri lakshmi ganesh steel & hardware delivery in week
142293	20-10-2022	1 to 3	wall tiles (blanco & blackberry)	Po no 93116 sup: SSLLP delivery in next week
142296	22-10-2022	1	Clam shell cards	Po no 92239 sup: Bethel technology delivery in week
142297	22-10-2022	1	LED tubelight	Po no 93178 sup: SSLLP delivery in week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	22-10-22 , 25-10-22 to 29-10-22				

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	193	PPC/PSC last weeks stock	225

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	

Date	29-10-2022	29-10-2022	

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
29 OCT 2022
A. SURESH