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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	12.11.2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	05.11.2022 to 12.11.2022	Approved by:	A.Suresh
Report Date	12.11.2022		

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#
142284	17-10-2022	1	Fire rated door	Po to be issue
142350	08-11-2022	1 to 3	Armored cables	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$
142216	24-09-2022	1	Kajariya dyna tiles	Po no 92368 sup :SSLLP delivery in next week
142218	28-09-2022	1 to 3	Steel MS Grills	Po no 92445 sup: SSLLP delivery next week
142235	04-10-2022	1 to 4	Upvc windows	Po no no 93137 sup : liberty21 venture delivery on Monday
142236	04-10-2022	2 4 8 9	Panel doors	Po no 92696 sup :SSLLP delivery in week
142260	09-10-2022	1	Nitco biblios tiles	Po no 92763 sup: SSLLP delivery in next week
142272	10-10-2022	1	Vitrifies tagus tile	Po no 93256 sup : SSLLP delivery in next week
142296	22-10-2022	1	Clam shell cards	Po no 93239 sup: bethal technology in next week
142300	25-10-2022	1 to 8	Panel doors	Po no 93221 sup: SSLLP delivery in next week
142302	25-10-2022	1 to 4	Luna wall tiles	Po no 93223 sup: SSLLP delivery in week
142310	29-10-2022	1 2	Regalbeige & urban wood dark tiles	Po no 93432 sup : SSLLP delivery in next week
142314	31-10-2022	1 to 3	Blancowhite & black bery	Po no 93485 sup: SSLLP delivery in week
142315	31-10-2022	1 to 4	Luna wall tiles	Po no 93481 sup: SSLLP delivery in week
142316	31-10-2022	1 to 4	Ultra sprinkle tiles	Po no 93483 sup : SSLLP delivery in week
142327	02-11-2022	1	Shabad stone	Po no 93598 sup: rajdhani tiles delivery in next week
142330	03-11-2022	1 2	ISMB & L angles	Po no 93602 sup: dilpreet tubes delivery in next week
142343	07-11-2022	1	Curb stone	Po no 93719 sup: purnima mosaic tiles delivery on Monday

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	05.11.22 , 08.11.22 to 12.11.2022				
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	491	PPC/PSC last weeks stock	153
Details		Project Manager		Admin Officer/Manager		Admin Audit	

Sign	A.Suresh	Asma	
Date	12-11-2022	12-11-2022	

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
12 NOV 2022
A. SURESH
PROJECT MANAGER