

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	19.11.2022			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	12.11.2022 to 19.11.2022	Approved by:	A.Suresh			
Report Date	19.11.2022					
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		
142370	16-11-2022	1	Water proofing cement	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 ^s		
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 92685 sup: ARN windows delivery in next week		
142235	04-10-2022	1 to 4	Upvc windows	Po no 93137 sup : liberty21 venture delivery in next week		
142238	04-10-2022	1	Glass balcony railing	Po no 92682 sup: chouhan steel installation work will finish on next week		
142260	09-10-2022	1	Nitco biblos 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		
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		
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 on Monday		
142331	03-11-2022	1	Cc hume pipes	Po no 93724 sup: mody realty mallapur delivery in next week		
142338	04-11-2022	1 to 8	Panel doors & hardware	Po no 93647 sup: SSLLP delivery in next week		
142340	04-11-2022	1 2	Steel ms grills	Po no 93651 sup: SSLLP delivery in next week		
142343	07-11-2022	1	Curb stone	Po no 93719 sup: purnima mosaic tiles delivery on Monday		
142349	08-11-2022	1	Coffee powder	Po no 93762 sup : gautam enterprises delivery in next week		
142357	12-11-2022	1 to 10	Panel doors & hardwares	Po no 93982 sup: SSLLP delivery in next two weeks		
142359	12-11-2022	1	Ms Flat	Po no 94040 sup: bhagvati steel tubes delivery on Monday		
142359	12-11-2022	1	Ms round pipe	Po no 94009 sup : dilpreet tubes delivery in week		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		12-11-2022 to 19-11-2022				
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. -	Wt. for 12 mtr	Stock at site	Stock at site in	Previous stock in Kgs

		kgs	rod – kgs	– no of rods	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	415	PPC/PSC last weeks stock	491
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	19-11-2022			19-11-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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
16 NOV 2022
A. SURESH
PROJECT MANAGER