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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	03.12.2022
Site:	Greenwood Heights	Prepared by:	D Devi
Report From / To	26.11.2022 to 03.12.2022	Approved by:	A.Suresh
Report Date	03.12.2022		

List of requisitions numbers missing in the report*:- 142391,142400,142419,

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
142294	20-10-2022	1	Modular kitchen work order	Po to be issue
142376	19-11-2022	1	Fire rated double leaf door with glass	Po to be issue
142409	01-12-2022	1 to 10	CP Plumbing material	Po to be issue
142412	01-12-2022	1	Hammer drill bit	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$
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 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 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
142300	25-10-2022	1 to 8	Panel doors	Po no 93221 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
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
142349	08-11-2022	1	Coffee powder	Po no 93762 sup : gautham 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
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSLLP delivery in next week
142370	16-11-2022	1	Water Proofing cement	Po no 94382 sup : NISA INFRA delivery on delivery in week
142381	21-11-2022	1 to 8	Electrical wires	Po no 94215 sup:SSLLP delivery on next week.
142389	22-11-2022	1 to 3	Utility Tiles	Po no 94269 sup:SSLLP delivery on next week.
142390	23-11-2022	1 to 4	Bathroom tiles	Po no 94417 sup:SSLLP delivery in this week.
142392	23-11-2022	1 to 4	Bathroom wall tiles	Po no 94418 sup: SSLLP delivery in this week.
142398	26-11-2022	1 to 9	Electrical wires	Po no 94391 sup:SSLLP delivery on next week.
142401	26-11-2022	1 to 8	Panel doors	Po no 94399 sup:SSLLP delivery on next week.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	26-11-2022 to 03-12-2022				
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

APPROVED BY
03 DEC 2022
A. SURESH
PROJECT MANAGER

		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	278	PPC/PSC last weeks stock	325
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		D Devi			
Date		03-12-2022		03-12-2022			

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!

03 DEC 2022

PROJECT MANAGER