

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	24-12-2022			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	17-12-22 To 24-12-22	Approved by:	A.Suresh			
Report Date	24-12-2022					
List of requisitions numbers missing in the report*:-						
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 ^u		
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		
142415	01-12-2022	1	Work order for utility grill	Po to be issue		
142456	13-12-2022	1	Flat files	Po to be issue		
142460	14-12-2022	1	Smart phones	Po to be issue		
142484	22-12-2022	1	Conceled tank ball cock	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		
142218	28-09-2022	1 to 3	Steel MS Grills	Po no 92445 sup: SSSLP delivery in week		
142238	04-10-2022	1	Glass balcony railing	Po no 92682 sup: chouhan steel installation work will finish in week		
142272	10-10-2022	1	Vitrifies tagus tile	Po no 93256 sup : SSSLP delivery in next week		
142314	31-10-2022	1 to 3	Blancowhite & black bery	Po no 93485 sup: SSSLP delivery in nextweek		
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSSLP delivery in this week		
142389	22-11-2022	1 to 3	Utility Tiles	Po no 94269 sup:SSSLP delivery on next week.		
142390	23-11-2022	1 to 4	Malaysian Bathroom tiles	Po no 94417 sup:SSSLP delivery in this week.		
142392	23-11-2022	1 to 4	Ulta sprinkles Bathroom wall tiles	Po no 94805sup: SSSLP delivery in this week.		
142393	23-11-2022	1	Wall putty bags	Po no 94416 sup: SSSLP delivery in next week		
142401	26-11-2022	1 to 8	Panel doors	Po no 94399 sup:SSSLP delivery on next week.		
142405	29-11-2022	1	MS grills	Po no 94534 sup: SSSLP delivery in next week		
142409	01-12-2022	1	Cp plumbing material	Po no 94958 sup:SSSLP delivery in next week		
142434	06-12-2022	1	Conceled tank	Po no 94763 sup:SSSLP delivery in week		
142442	07-12-2022	1	Tan brown granite	Po no 20221213004 sup: SSSLP delivery in next week		
142461	15-12-2022	1 to 9	Electrical copper wires	Po no 95072 sup:SSSLP delivery in week		
142465	15-12-2022	1 to 6	Door & hardware material	Po no 95102 sup: SSSLP delivery in next week		
142475	17-12-2022	1 to 9	Cp plumbing material	Po no95187 sup:SSSLP delivery in next week		
142476	17-12-2022	1	Marbo opera beige tiles	Po no 95273 Sup:SSSLP delivery in week		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		17-12-22 to 24-12-22				
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	247	PPC/PSC last weeks stock 288
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Asma		
Date	24-12-2022			24-12-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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!

