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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	31-12-2022
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	24-12-2022 To 31-12-2022	Approved by:	A.Suresh
Report Date	31-12-2022		

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[#]
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
142499	27-12-2022	1	Dewatering sewage pump	Po to be issue
142502	28-12-2022	1	Glass balcony railing	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 in week
142272	10-10-2022	1	Vitrifies tagus tile	Po no 93256 sup : SSLLP delivery in next week
142314	31-10-2022	1 to 3	Blancowhite & black bery	Po no 93485 sup: SSLLP delivery in nextweek
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSLLP delivery in this 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	Malaysian Bathroom tiles	Po no 94417 sup:SSLLP delivery in this week.
142392	23-11-2022	1 to 4	Ulta sprinkles Bathroom wall tiles	Po no 94805sup: SSLLP delivery in this week.
142405	29-11-2022	1	MS grills	Po no 94534 sup: SSLLP delivery in next week
142409	01-12-2022	1	Cp plumbing material	Po no 94958 sup:SSLLP delivery in next week
142434	06-12-2022	1	Conceled tank	Po no 94763 sup:SSLLP delivery in week
142442	07-12-2022	1	Tan brown granite	Po no 20221213004 sup: SSLLP delivery in next week
142474	17-12-2022	1	Ss sink with drain board	Po no 95266 sup: cosmo durables delivery in next week
142475	17-12-2022	1 to 9	Cp plumbing material	Po no95187 sup:SSLLP delivery in next week
142476	17-12-2022	1	Marbo opera beige tiles	Po no 95273 Sup:SSLLP delivery in week
142479	22-12-2022	1	RCC square manhole	Po no 95389 sup: praful delivery in week
142481	22-12-2022	1 to 4	Ms grills	Po no 95321 sup: SSLLP delivery in next week
142484	22-12-2022	1	Ball cock	Po no 95433 sup: maha lakshmi trader delivery in week
142485	24-12-2022	1	Blue sheet	Po no 95438 sup: SSLLP delivery in week
142491	26-12-2022	1 to 6	Hardware material	Po no 95525 sup: SFS delivery in week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	24-12-22 to 27-12-22 , 31-12-2022				
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. - 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	199	PPC/PSC last weeks stock	247
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		Asma			
Date		31-12-2022		31-12-2022			

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!

APPROVED BY

31 DEC 2022

A. SURESH
PROJECT MANAGER