

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

Company:	Mehta & Modi Realty Kowkur LLP	Date:	13-01-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	07-01-2023 TO 13-01-2023	Approved by:	A.Suresh
Report Date	13-01-2023		

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
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

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 next week
142272	10-10-2022	1	Vitrified 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 next week
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSSLP delivery in next week
142389	22-11-2022	1 to 3	Utility Tiles	Po no 94269 sup:SSSLP delivery on next week.
142392	23-11-2022	1 to 4	Ultra sprinkles Bathroom wall tiles	Po no 94805sup: SSSLP delivery in this week.
142401	26-11-2022	4 to 8	Hardware of doors	Po no 94399 sup: SSSLP delivery in this 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 next week
142442	07-12-2022	1	Tan brown granite	Po no 20221213004 sup: SSSLP 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:SSSLP delivery in next week
142476	17-12-2022	1	Marbo opera beige tiles	Po no 95273 Sup:SSSLP delivery in next week
142481	22-12-2022	1 to 4	Ms grills	Po no 95321 sup: SSSLP delivery in next week
142488	26-12-2022	1	Lights above main door	Po no 95492 Sup:SSSLP delivery in week
142495	27-12-2022	1 to 3	Hardware locks doorsets	Po no 95553 sup:SSSLP delivery in next week
142502	28-12-2022	1	Glass balcony railing	Po no 95632 sup:mohanram delivery in week
142503	29-12-2022	1	Ms square pipe	Po no 95763 sup:sri arihant steels delivery in next week
142516	05-01-2023	1	Bison board	Po no95965sup:vaishnavi agencies delivery in week
142517	09-01-2023	1 2	Hardwares bolts	Po no 96007 sup:SFS hardware delivery on Monday
142519	09-01-2023	1 to 5	Anchor bolt hardware	Pono95993sup: SFS hardware delivery on monday

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil	
Delivery van site visit on:	07-01-23 TO 13-01-23					
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

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	155	PPC/PSC last weeks stock	158
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	13-01-2023			13-01-2023			

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!

