

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	21-01-2023			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	13-01-2023 TO 21-01-2023	Approved by:	A.Suresh			
Report Date	21-01-2023					
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#		
142415	01-12-2022	1	Work order for utility grill	Po to be issue		
142548	18-01-2023	1 to 3	Ms round pipe & pvc pipe	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 ⁵		
142218	28-09-2022	1 to 3	Steel MS Grills	Po no 92445 sup: SSSLP delivery in next 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 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	Ulta sprinkles Bathroom wall tiles	Po no 94805sup: SSSLP delivery in next 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		
a142409	01-12-2022	1	Cp plumbing material	Po no 94958 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		
142481	22-12-2022	1 to 4	Ms grills	Po no 95321 sup: SSSLP delivery in next week		
142502	28-12-2022	1	Glass balcony railing	Po no 95632 sup:mohanram delivery in week		
142504	29-12-2022	1	MS square rod	Po no 95642 sup: bhagwati steel tubes delivery in week		
142533	16-01-2023	1	Canceite beige tiles	Po no 96189 sup:SSSLP delivery in next week		
142535	16-01-2023	1 to 7	Doors & hardware	Po no 96178 sup :SSSLP delivery in next week		
142540	17-01-2023	1	Steel railing	Po no 96230 sup: mohanram delivery in next week		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		13-01-23 TO 21-01-23				
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. - 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		PPC/PSC	95	PPC/PSC last 155

	weeks stock	stock	weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	
Date	21-01-2023	21-01-2023	

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!

APPROVED BY
21 JAN 2023
A. SURESH
PROJECT MANAGER