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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	28-01-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	21-01-2023 TO 28-01-2023	Approved by:	A.Suresh
Report Date	28-01-2023		

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 2	Plumbing pipes	Po to be issue
142552	20-01-2023	1	Armored cable	Po to be issue
142565	24-01-2023	1 to 9	Electrical copper wires	Po to be issue
142572	27-01-2023	1 to 3	Cable tray & thread rod	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 next week
142272	10-10-2022	1	Vitrifies tagus tile	Po no 93256 sup : SSLLP delivery in week
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSLLP delivery in next week
142405	29-11-2022	1	MS grills	Po no 94534 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 this week
142476	17-12-2022	1	Marbo opera beige tiles	Po no95273 sup:SSLLP delivery in week
142481	22-12-2022	1 to 4	Ms grills	Po no 95321 sup: SSLLP delivery in next week
142504	29-12-2022	1	MS square rod	Po no 95642 sup: bhagwati steel tubes delivery in next week
142535	16-01-2023	1 to 7	Doors & hardware	Po no 96178 sup :SSLLP delivery in this week
142540	17-01-2023	1	Steel railing	Po no 96230 sup: mohanram delivery in week
142541	18-01-2023	1 2	MS flat L angle	Po no 96325 sup;sri arihant delivery on monday
142555	21-01-2023	1 to 4	Steel ms grills	Po no 96381sup: SSLLP delivery in next two weeks
142559	21-01-2023	1 2	Marbo opera & Tagus tiles	Po no 96417sup :SSLLP delivery in next week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	21-01-23 to 28-01-2023				
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	317	PPC/PSC last weeks stock	95

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	
Date	28-01-2023	28-01-2023	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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
28 JAN 2023
A. SURESH
PROJECT MANAGER