

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	04-02-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	28-01-2023 TO 04-02-2023	Approved by:	A.Suresh
Report Date	04-02-2023		

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#
142548	18-01-2023	1 2	Pvc pipe	Po to be issue
142577	30-01-2023	1	Tan brown granite	Po to be issue
142600	01-02-2023	1	Ms round 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 ^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	Vitrifies tagus tile	Po no 93256 sup : SSSLP delivery in week
142358	12-11-2022	1 2	MS grills	Po no 93902 sup : SSSLP delivery in next week
142405	29-11-2022	1	MS grills	Po no 94534 sup: SSSLP delivery in next week
142415	01-12-2023	1 to 24	Utility grills	Po no 96567 sup: SSSLP delivery & installation 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 this week
142481	22-12-2022	1 to 4	Ms grills	Po no 95321 sup: SSSLP delivery in next week
142541	18-01-2023	1 2	MS flat L angle	Po no 96325 sup;sri arihant delivery in week
142544	18-01-2023	1	Glass balcony railing	Po no 96308 sup: mohanram delivery in next week
142555	21-01-2023	1 to 4	Steel ms grills	Po no 96381sup: SSSLP delivery in next two weeks
142556	21-01-2023	1 to 4	Ms grills	Po no 96388 sup : SSSLP delivery in next week
142570	25-01-2023	1 2	Double socket pipe	Po no 96514 sup: SSSLP delivery in week
142581	30-01-2023	1 to 4	Electrical wire & cable	Po no 96593 sup: SSSLP delivery in week
142582	30-01-2023	1 2	Tagus & vitrified tiles	Po no 96621 sup : SSSLP delivery in week
142584	30-01-2023	1	Gypsum wall putty bags	Po no 96615 sup: SSSLP delivery in next week
142585	31-01-2023	1 to 10	Electrical copper wires	Po no 96613 sup: SSSLP delivery in week

No. of gate passes issued this week: 01 From No. Nil To No. Nil

Delivery van site visit on: 28-01-23 To 04-02-2023

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	219	PPC/PSC last weeks stock	317
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	A.Suresh			Asma			
Date	04-02-2023			04-02-2023			

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
04 FEB 2023
A. SURESH
PROJECT MANAGER