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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	17-02-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	11-02-2023 TO 17-02-2023	Approved by:	A.Suresh
Report Date	17-02-2023		

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#
142611	07-02-2023	1	Basket ball pole	Po to be issue
142632	14-02-2023	1 to 3	Electrical RG 6 tv cable	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$
142284	17-10-2022	1	Fire rated door	Po no 96091 sup:Aacess tough doors delivery in next week
142358	12-11-2022	1 2	Ms grills	Po no 93902 sup: SSLLP delivery in next week
142376	19-11-2022	1	Fire rated door	Po no 96093 sup:Aacess tough doors delivery in next week
142405	29-11-2022	1	MS grills	Po no 94534 sup: SSLLP delivery in next week
142475	17-12-2022	1 to 4 , 9	Cp plumbing material	Po no 95187 sup:SSLLP delivery in next week
142481	22-12-2023	1 to 4	Ms grills	Po no 95321 sup:SSLLP delivery in next 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: SSLLP delivery in next weeks
142556	21-01-2023	1 to 4	Ms grills	Po no 96388 sup : SSLLP delivery in next week
142557	21-01-2023	1 to 4	Ms grills	Po no 96389 sup:SSLLP delivery in next week
142615	09-02-2023	1	Armored cable	Po no 97032sup: premier engineering corporation delivery in week
142625	13-02-2023	1	Tan brown granite	Po no 20230214009 sup:SSLLP delivery in next week
142629	14-02-2023	1 to 9	Electrical copper wire	Po no 97165 sup:SSLLP delivery in next week
142633	15-02-2023	1 to 3	Ultra sprinkle tiles	Po no 97216 sup:SSLLP delivery in next week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	13-02-23 To 17-02-2023				
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	124	PPC/PSC last weeks stock	170

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	

Date	17-02-2023	17-02-2023	

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