

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	25-02-2023
Site:	Greenwood Heights	Prepared by:	D Devi
Report From / To	18-02-2023 TO 25-02-2023	Approved by:	A.Suresh
Report Date	25-02-2023		

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
142637	16-12-2023	1	Sold flats Utility grills	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
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
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
142614	10-02-2023	1 to 4	UPVC Windows	Po no 97027 sup:Rainbow UPVC doors & windows delivery in next week.
142633	15-02-2023	1 to 3	Ultra sprinkle tiles	Po no 97216 sup:SSLLP delivery in next week
142639	17-02-2023	1 to 9	Copper wires	Po no 97257 sup: SSLLP delivery in next week.
142642	17-02-2023	1	UPVC ventilator top hung	Po no 97247 sup:Rainbow UPVC doors & windows delivery in next week.

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

Delivery van site visit on: 18-02-23 To 24-02-2023

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	170	PPC/PSC last weeks stock	90
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	D Devi	
Date	25-02-2023	25-02-2023	


APPROVED BY
25 FEB 2023
A. SURESH
PROJECT MANAGER

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!

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25 FEB 2023
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