

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

Company:	Mehta & Modi Realty Kowkur LLP		Date:	11-03-2023		
Site:	Greenwood Heights		Prepared by:	Asma		
Report From / To	04-03-2023 TO 11-03-2023		Approved by:	A.Suresh		
Report Date	11-03-2023					
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		
142707	06-03-2023	1 to 5	Soprts items	Po to be issue		
142714	07-03-2023	1 to 10	Electrical wires	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		
142284	17-10-2022	1	Fire rated door	Po no 96091 sup: Aaccess 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: Aaccess tough doors delivery in next week		
142405	29-11-2022	1	MS grills	Po no 94534 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 96381 sup: 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		
142674	27-02-2023	1	Tan brown granite	Po no 20230228002 sup: SSLLP delivery in next week		
142681	27-02-2023	1 to 4	UPVC windows	Po no 97632 sup: Rainbow UPVC doors & windows delivery in next week.		
142690	01-03-2023	1 to 9	Doors & hardware	Po no 97721 sup: SSLLP delivery in next week		
142701	04-03-2023	1	FRP manhole square	Po no 20230304029 sup: praful sanitary delivery in next week		
No. of gate passes issued this week:			01	From No.	Nil To No. Nil	
Delivery van site visit on:			04-03-2023 TO 11-03-2023			
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 55
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	A.Suresh		Asma			
Date	11-03-2023		11-03-2023			

APPROVED BY

11 MAR 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 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!

