

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	18-03-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	11-03-2023 TO 18-03-2023	Approved by:	A.Suresh
Report Date	18-03-2023		

List of requisitions numbers missing in the report*:-

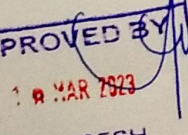
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
20230314006	14-03-2023	1	Basket ball pole	Po to be issue
20230306010	06-03-2023	1 to 5	Sports items	Po to be issue
20230307006	07-03-23	1 to 10	Electrical wires	Po to be issue
20230314012	14-03-2023	1	Sewage cutter pump 3 phase	Po to be issue
20230314013	14-03-2023	1	Tan brown granite	Po to be issue
20230315029	15-03-2023	1	Janta paste	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: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 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
142683	28-02-2023	1 to 9	Electrical wires	PO no 97673 sup:SSLLP delivery on next week.
20230304032	04-03-2023	1	FRP manhole square	Po no 20230304029 sup: praful sanitary delivery in this week
20230313005	13-03-2023	1	Canceite Beige	Po no 20230313016 sup: SSLLP delivery on next week.
20230308036	08-03-2023	1	SS Sink with Drain board	Po no 20230309026 sup: Cosmo Durables delivery in week.
20230309012	09-03-2023	1 to 5	Doors & Hardware	Po no 20230309008 sup:SSLLP delivery on next week.
20230310005	10-03-2023	1	MS Grills	Po no 20230310015 sup: SSLLP delivery on next week.
20230311005	11-03-2023	1 to 5	UPVC Windows	Po no 20230311005 sup:Rainbow UPVC Doors & Windows delivery on next week.
20230313025	13-03-2023	1 to 16	Electrical material	Po no 20230313046 sup: SSLLP delivery in week.
20230313026	13-03-2023	1 to 10	Electrical wires	Po no 20230313047 sup:SSLLP delivery in week.
20230314012	14-03-2023	1	Electrical starter three phase	Po no 20230314012 sup: Sree ramakrishna engineering company delivery in next week
20230314032	14-03-2023	1	SS sink with drain board	Po no 20230314044 sup: cosmo durables delivery in next week
20230315002	15-03-2023	1 to 4	Upvc windows	Po no 20230315009 sup:Rainbow UPVC Doors & Windows delivery on next week.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	11-03-2023 TO 17-03-2023				

APPROVED BY

18 MAR 2023
A. SURESH
PROJECT MANAGER

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	153	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Asma		
Date	18-03-2023			18-03-2023		

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 should 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!