

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	01-04-2023			
Site:	Greenwood Heights	Prepared by:	Asma			
Report From / To	25-03-2023 To 01-04-2023	Approved by:	A.Suresh			
Report Date	01-04-2023					
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		
20230323010	23-03-2023	1 to 5	Sports Items	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		
142555	21-01-2023	1 to 4	Steel ms grills	Po no 96381sup: SSSLP delivery in next weeks		
142556	21-01-2023	1 to 4	Ms grills	Po no 96388 sup : SSSLP delivery in next week		
142557	21-01-2023	1 to 4	Ms grills	Po no 96389 sup:SSSLP delivery in next week		
20230313005	13-03-2023	1	Canceite Beige	Po no 20230313016 sup: SSSLP delivery on next week.		
20230309012	09-03-2023	1 to 5	Doors	Po no 20230309008 sup:SSSLP 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.		
20230315002	15-03-2023	1 to 4	Upvc windows	Po no 20230315009 sup:Rainbow UPVC Doors & Windows delivery on next week.		
20230317041	17-03-2023	1 to 5	UPVC Windows	PO no 20230317050 sup: Rainbow UPVC Windows & Doors delivery on next week.		
20230317047	17-03-2023	1 to 4	UPVC Windows	PO no 20230317053 sup:Rainbow UPVC Windows & Doors delivery on next week		
20230323003	23-03-2023	1	GI pipe	Po no 20230323008 sup: praful sanitary delivery in week		
20230323024	23-03-2023	1	Vitrified tiles	Po no 20230323031 sup:SSSLP delivery in next week		
20230328010	28-03-2023	1 2	Universal clamp	Po no 20230328014sup:SFS hardware delivery in week		
No. of gate passes issued this week:		01	From No.	Nil	To No.	Nil
Delivery van site visit on:		25-03-2023 To 01-04-2023				
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	126	PPC/PSC last weeks stock 137
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Asma		

Date	01-04-2023	01-04-2023	
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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!

