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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	15-04-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	08-04-2023 To 15-04-2023	Approved by:	A.Suresh
Report Date	15-04-2023		

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

.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$
20230308038	08-03-2023	1	Cp material	Po no 20230308044 Sup:SSLLP delivery in week
20230309012	09-03-2023	1 to 5	Doors	Po no 20230309008 sup:SSLLP delivery in week
20230311005	11-03-2023	1 to 5	UPVC Windows	Po no 20230311005 sup:Rainbow UPVC Doors & Windows delivery on next week.
20230317014	17-03-2023	1	Cp Health faucet	Po no 20230317014 sup:SSLLP delivery in next week
20230321017	21-03-2023	1,2	Upvc windows	Po no 20230321024sup : Rainbow UPVC Doors & Windows delivery on next week
20230323024	23-03-2023	1	Vitrified tiles	Po no 20230323031sup:SSLLP delivery in next week
20230327028	27-03-2023	1 to 3	Doors	Po no 20230327042 sup:SSLLP delivery in next week
20230330012	30-03-2023	1	Door beadings	Po no20230330026 Sup:SSLLP delivery in week
20230331033	31-03-2023	1	Tan brown granite	Po no 20230331043sup:SSLLP delivery in week
20230410008	10-04-2023	1	Copper cloudy tiles	Po no 20230410013 sup:SSLLP delivery in week
20230410019	10-04-2023	1	Concealed tank	Po no 20230410039 sup:SSLLP delievry in next week
20230412001	12-04-2023	1	Flush doors	Po no 20230412001 sup:sri balaji enterprises delivery in next week

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	08-04-2023 To 15-04-2023				
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	80	PPC/PSC last weeks stock	110

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Asma	
Date	15-04-2023	15-04-2023	

APPROVED BY
15 APR 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!