

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	29-04-2023
Site:	Greenwood Heights	Prepared by:	Asma
Report From / To	21-04-2023 To 29-04-2023	Approved by:	A.Suresh
Report Date	29-04-2023		

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
20230412004	12-04-2023	1 to 5	Fire safety material	Po to be issue
20230413039	13-04-2023	1 to 4	Fire safety material	Po to be issue
20230414028	14-04-2023	1	Wet type Fire Extinguisher	Po to be issue
20230414027	14-04-2023	1	Dry type fire extinguisher	Po to be issue
20230415030	15-04-2023	1 to 12	Fire safety material	Po to be issue
20230419005	19-04-2023	1	Name plates	Po to be issue
20230422001	22-04-2023	1 to 3 & 5	Steel round pipe	Po to be issue
20230424002	24-04-2023	4 to 6	Plumbing material	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
20230308038	08-03-2023	1	Cp material	Po no 20230308044 Sup:SLLP delivery in next week
20230323024	23-03-2023	1	Vitrified tiles	Po no 20230323031sup:SLLP delivery in next week
20230331033	31-03-2023	1	Tan brown granite	Po no 20230331043sup:SLLP delivery in week
20230412001	12-04-2023	1	Flush doors	Po no 20230412001 sup:sri balaji enterprises delivery in next week
2023418009	18-04-2023	1	MS round pipe	Po no 20230418025 sup:sri arihant steel delivery in next week
20230419004	19-04-2023	1	Name plates	Po no 20230419001 sup:MS legend elevation delivery in next week
20230426006	26-04-2023	1 to 4	Upvc windows	Po no 20230426021 sup : rainbow upvc windows delivery in next week

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

Delivery van site visit on: 21-04-2023 TO 29-04-2023

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

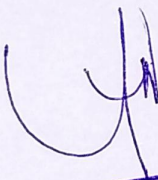
Other corrections & remarks:

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	48	PPC/PSC last weeks stock 70
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Asma		
Date	29-04-2023			29-04-2023		



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!


APPROVED BY
23 APR 2023
A. SURESH
PROJECT MANAGER