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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	13-05-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	06-05-2023 To 13-05-2023	Approved by:	A.Suresh
Report Date	13-05-2023		

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#
20230412004	12-04-2023	1 to 5	Fire safety material	Po to be issue
20230413039	13-04-2023	1	Rubber gasket sheet	Po to be issue
20230415030	15-04-2023	1 to 8	Fire safety material	Po to be issue
20230508045	08-05-2023	1,2	Consumables	Po to be issue
20230508063	08-05-2023	1 to 4	Fire saftey 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$
20230412001	12-04-2023	1	Flush doors	Po no 20230412001 sup:sri balaji enterprises delivery in next week
20230426006	26-04-2023	1 to 4	Upvc windows	Po no 20230426021 sup : rainbow upvc windows delivery in next week
20230429017	29-04-2023	1	Areca Palm plant	Po no 20230429030 sup: Greenbelt services delivery in next week.
20230502005	02-05-2023	1,2	Wet & Dry Extinguisher	Po no 20230502010 sup: SSLLP delivery on Monday.
20230506007	06-05-2023	1 to 6	CP Material	PO no 20230506023 sup: SSLLP delivery on Monday.
20230506008	06-05-2023	1 to 4	Electrical material	Po no 20230506033 sup: SSLLP delivery on monday
20230506009	06-05-2023	1 to 8	Electrical material	Po no 20230506032 sup: SSLLP delivery on monday
20230506013	06-05-2023	1 to 4	CP Material	Po no 20230506053 sup: SSLLP delivery on monday
20230506019	06-05-2023	1 to 5	CP Material	Po no 20230506059,20230506058,20230506057 sup: SSLLP delivery on Monday.
20230506022	06-05-2023	1 to 5	Plumbing material	Po no 20230506055,20230506056 sup: SSLLP delivery on Monday.
20230508013	08-05-2023	1	Wall putty	Po no 20230508016 sup: SSLLP delivery on next week.
20230509030	09-05-2023	1	Glass Balcony Railing	Po no 20230509030 sup: Chouhan steel furniture delivery on next week.
20230509049	09-05-2023	1	Steel Railing	Po no 20230509049 sup: Leela Steel Railing & Furnitures delivery on next week.
20230510023	10-05-2023	1,2	Plants	Po no 20230510021 sup: Greenbelt services delivery on next week.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	06-05-2023 TO 10-05-2023				
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	182	PPC/PSC last weeks stock	220
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		Devi			
Date		13-05-2023		13-05-2023			

Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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!