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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	10-06-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	03-06-2023 To 10-06-2023	Approved by:	A.Suresh
Report Date	10-06-2023		

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
20230513021	13-05-2023	1	Basket Ball Pole	Po to be issue
20230603007	03-06-2023	1	Coffee Machine	Po to be issue
20230605010	05-06-2023	1,2	MS 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[$]
20230323010	23-03-2023	1 to 5	Children park material	Po no 20230323017 sup: Arihant Industrial Corporation Limited
20230506013	06-05-2023	1 to 4	CP Material	Po no 20230506053 sup: SSLLP delivery on next week.
20230506019	06-05-2023	1 to 5	CP Material	Po no 20230506059 sup: SSLLP delivery on next week.
20230515003	13-05-2023	1	Inter locking Pavers	Po no 20230515001 sup: Purnima Mosaic tiles delivery on next week.
20230519033	19-05-2023	1 to 8	CP Material	Po no 20230519041 sup:SSLLP delivery on Monday.
20230526001	26-05-2023	1	Nitco Country almond	Po no 20230526001 sup: SSLLP delivery on next week.
20230529030	29-05-2023	1,5	Hardware material	Po no 20230530005 sup: SSLLP delivery on next week.
20230603038	03-06-2023	1 to 6	MS Pipe material	Po no 20230605038,20230603053 sup: SSLLP delivery on next week.
20230605009	05-06-2023	1,2	MS material	Po no 20230605025 sup:SSLLP delivery on next week.
20230606005	06-06-2023	1 to 7	CP Material	Po no 20230606013 sup:SSLLP delivery on next week.
20230608022	08-06-2023	1	GI U clamp	Po no 20230608026 sup: SFS delivery on Monday.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	03-06-2023 TO 10-06-2023				
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	110	PPC/PSC last weeks stock	124

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Devi	

APPROVED BY
10 JUN 2023
A. SURESH
PROJECT MANAGER

Date	10-06-2023	10-06-2023	

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!