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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	08-07-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	01-07-2023 To 08-07-2023	Approved by:	A.Suresh
Report Date	08-07-2023		

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
20230603007	03-06-2023	1	Coffee Machine	Po to be issue
20230626029	26-06-2023	1	Fire gasket sheet	Po to be issue
20230626033	26-06-2023	1	GI Gate Valve	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$
142234	03-10-2022	1	8 passengers Lift	Po no 92559 sup: Johnson Lifts Private Limited
20230323010	23-03-2023	1 to 5	Children park material	Po no 20230323017 sup: Arihant Industrial Corporation Limited
20230515032	15-05-2023	1,2	MS Grills	Po no 20230515039 sup: SSLLP delivery on next week.
20230526001	26-05-2023	1	Nitco Country almond	Po no 20230526001 sup: SSLLP delivery on next week.
20230626021	26-06-2023	1 to 6	MS Nut & Bolt	Po no 20230626021 sup:SFS Hardware delivery this week
20230626021	26-06-2023	1,2	MS reducer & nipple	Po no 20230707014 sup: SSLLP delivery in this week.
20230626033	26-06-2023	1	Air Release Valve	Po no 20230626037 sup: SSLLP delivery on next week.
20230627001	27-06-2023	1	Cera Board	Po no 20230627001 sup: Karunakar Reddy delivery on next week.
20230628048	28-06-2023	1,2	CP Extension Nipple	Po no 20230628054 sup: SSLLP delivery on next week.
20230629051	29-06-2023	1	Web Camera	Po no 20230629065 sup: SSLLP delivery on next week.
20230703032	03-07-2023	1	CP Health Faucet	Po no 20230703039 sup: SSLLP delivery on next week.
20230704012	04-07-2023	1	Wet type fire extinguisher	Po no 20230704023 sup: SSLLP delivery on next week.
20230704033	04-07-2023	1,2	Electrical wires	Po no 20230704053 sup: SSLLP delivery on next week.
20230704035	04-07-2023	1 to 13	Electrical material	Po no 20230704054 sup: SSLLP delivery on next week.
20230704043	04-07-2023	1 to 4	Electrical material	Po no 20230704059 sup: SSLLP delivery on next week.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	01-07-2023 TO 08-07-2023				
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	350	PPC/PSC last weeks stock	77
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		Devi			
Date		08-07-2023		08-07-2023			

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