

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	29-07-2023			
Site:	Greenwood Heights	Prepared by:	Devi			
Report From / To	22-07-2023 To 29-07-2023	Approved by:	A.Suresh			
Report Date	29-07-2023					
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.	Reason for not preparing PO/WO			
20230717025	17-07-2023	1	Laptop bag 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.	Details of discussion with supplier ⁵			
142234	03-10-2022	1	8 passengers Lift Po no 92559 sup: Johnson Lifts Private 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.			
20230713001	13-07-2023	1	Tan brown granite Po no 20230713002 sup: SSLLP delivery on next week.			
20230726003	26-07-2023	1	Torch light big Po no 20230726018 sup: SSLLP delivery on Monday.			
20230726061	26-07-2023	1	PVC Coupling Po no 20230727020 sup:sup:SSLLP delivery on Monday.			
20230726060	26-07-2023	1 to 4	Electrical material Po no 20230727021 sup: SSLLP delivery on Monday.			
20230726059	26-07-2023	1,2	Electrical wires Po no 20230727023 sup: SSLLP delivery on Monday.			
No. of gate passes issued this week:		01	From No. Nil To No. Nil			
Delivery van site visit on:		22-07-2023 TO 29-07-2023				
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	225	PPC/PSC last weeks stock 258
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	A.Suresh		Devi			
Date	29-07-2023		29-07-2023			

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 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, 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