

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	19-08-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	12-08-2023 To 19-08-2023	Approved by:	A.Suresh
Report Date	19-08-2023		

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
20230807007	07-08-2023	1	Aluminium Louvers	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
142234	03-10-2022	1	8 passengers Lift	Po no 92559 sup: Johnson Lifts Private Limited
20230801001	01-08-2023	1 to 4	UPVC Windows	Po no 20230801002 sup: Rainbow UPVC Doors & Windows delivery on next week.
20230801007	01-08-2023	1 to 5	UPVC Windows	Po no 20230801009 sup: Rainbow UPVC Doors & Windows delivery on next week.
20230802056	02-08-2023	1,2	Utility tiles	Po no 20230802065 sup: SSLLP delivery on next week.
20230811007	11-08-2023	1,2	CP Material	Po no 20230811056 sup: SSLLP delivery on Monday.
20230812006	12-08-2023	1 to 3	Electrical wires	Po no 20230812020 sup: SSLLP deleivery on Monday.
20230812019	12-08-2023	1 to 5	Electrical wires	Po no 20230812019 sup: SSLLP delivery on Monday.
20230814025	14-08-2023	1 to 3	Tube lights	Po no 20230814035 sup: SSLLP delivery on Monday.

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

Delivery van site visit on: 12-08-2023 TO 19-08-2023

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	175	PPC/PSC last weeks stock 186
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		A.Suresh		Devi		
Date		19-08-2023		19-08-2023		

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 attaching 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 MFG 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