

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	09-09-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	02-09-2023 To 09-09-2023	Approved by:	A.Suresh
Report Date	09-09-2023		

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
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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
20230802056	02-08-2023	1,2	Utility tiles	Po no 20230802065 sup: SSSLP delivery on next week.
20230817037	17-08-2023	1	Copper cloudy tile	Po no 20230817043 sup: SSSLP delivery on next week.
20230902001	02-09-2023	1 to 4	UPVC windows & doors	Po no 20230902001 sup: Rainbow UPVC Doors & Windows delivery on next week.
20230902015	02-09-2023	1	Upvc door	Po no 20230902041 sup: Rainbow UPVC Doors & Windows delivery on next week.
20230904061	04-09-2023	1	CP Wall mixture	Po no 20230905018 sup: SSSLP delivery on monday
20230904060	04-09-2023	1 to 4	CP Material	Po no 20230905020 sup: SSSLP delivery on next week.
20230905018	05-09-2023	1	Rough stone	Po no 20230902001 sup: Rajdhani tiles company delivery on monday.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
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Delivery van site visit on:	02-09-2023 TO 09-09-2023
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes
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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	333	PPC/PSC last weeks stock	100
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	Devi	
Date	09-09-2023	09-09-2023	

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