

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	16-09-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	09-09-2023 To 16-09-2023	Approved by:	A.Suresh
Report Date	16-09-2023		

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
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.
20230908008	08-09-2023	1	Nitco country Almond	Po no 20230908002 sup: SSSLP delivery on next week.
20230908009	08-09-2023	1	Nitco Country Rosso	Po no 20230908014 sup: SSSLP delivery on next week.
20230909022	09-09-2023	1	MS Grill	Po no 20230909039 sup: SSSLP delivery on next week.
20230909023	09-09-2023	1	MS Grill	Po no 20230909039 sup: SSSLP delivery on next week.
20230911015	11-09-2023	1	Copper cable	Po no 20230912027 sup: Premier Engineering corporation delivery on Tuesday.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
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Delivery van site visit on:	09-09-2023 TO 16-09-2023
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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	314	PPC/PSC last weeks stock 333
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Devi		
Date	16-09-2023			16-09-2023		

Notes: 1. Approved 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