

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

Company:	Mehta& Modi Realty Kowkur LLP	Date:	23-09-2023			
Site:	Greenwood Heights	Prepared by:	Devi			
Report From / To	16-09-2023 To 23-09-2023	Approved by:	A.Suresh			
Report Date	23-09-2023					
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		
.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		
20230908008	08-09-2023	1	Nitco country Almond	Po no 20230908002 sup: SSLLP delivery on next week.		
20230908009	08-09-2023	1	Nitco Country Rosso	Po no 20230908014 sup: SSLLP delivery on next week.		
20230909022	09-09-2023	1	MS Grill	Po no 20230909039 sup:SSLLP delivery on next week.		
20230909023	09-09-2023	1	MS Grill	Po no 20230909039 sup: SSLLP delivery on next week.		
20230911031	11-09-2023	1	Nitco Bibilos	Po no 20230911028 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:	16-09-2023 TO 23-09-2023					
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	300	PPC/PSC last weeks stock 314
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	A.Suresh		Devi			
Date	23-09-2023		23-09-2023			

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 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!