

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	27-03-2021
Site:	Greenwood Heights	Prepared by:	N. Shrivya
Report From / To	21-03-2021	Approved by:	27-03-2021
Report Date	27-03-2021		

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#
140375	15-01-2021	1-2	Glass railing	PO to be issued
140376	15-01-2021	1-2	Glass railing	PO to be issued
140456	22-02-2021	1-4	Jaisalmer	Rated Enquiry.s
140473	23-02-2021	1-2	Glass railing	PO to be issued.
140505	20-03-2021	1	MCB	Estimate with MD Approval.

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
140436	16-02-2021	1	MI Wifi cameras	Online purchase.
140460	23-02-2021	1	Micro fibre door mats	Online purchase.
140471	23-02-2021	1-3	Ms powder coated grills	PO No:75214, We will get it from SSLLP on tuesday.
140486	10-03-2021	1	Majestic pad	PO:75444, We will get it from SSLLP when material is available.
140499	16-03-2021	1-2	Granite	PO No:75609, We will get it from SOV on Monday.
140503	19-03-2021	1,3	Wall hanging lights	PO No.75749, We will get it from SSLLP when material is available.
140504	19-03-2021	4-5	Isolater	PO No.75834, We will get it from SSLLP when material is available.

No. of gate passes issued this week:	Nil / 5	From No.	To No.
Delivery van site visit on:	22 nd to 26 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		

Items not ordered but received:

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	1481.012	7020	
2.	10mm	.617	7.404	1056.1	7820	
3.	12mm	.89	10.68	790	8440	
4.	16mm	1.58	18.96	474.6	9000	
5.	20mm	2.47	29.64	236	7020	
6.	25mm	3.86	46.32	269.21	12470	
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock	83 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	27-03-2021			27-03-2021		27-03-2021

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

27/03/2021
A. SURESH
PROJECT MANAGER