

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	10-04-2021			
Site:	Greenwood Heights	Prepared by:	N.Shravya			
Report From / To	04-03-2021	Approved by:	A.Suresh			
Report Date	10-04-2021					
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.	Reason for not preparing PO/WO [#]			
140456	22-02-2021	1-4	Jaisalmer PO to be issued.			
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.	Details of discussion with supplier			
140436	16-02-2021	1	MI Wifi cameras Online purchase.			
140460	23-02-2021	1	Micro fibre door mats Online purchase.			
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 SSSLP when material is available.			
140510	31-03-2021	1	Camera Online purchase.			
140516	03-04-2021	1-4	MS Grills PO No.76134, We will get it from SSSLP.			
140517	03-04-2021	1	Granite PO No. 76210, We will get it from SOV on Monday			
140518	05-04-2021	1-5,8	CPVC Pipe PO No.76220, We will get it from SSSLP			
140520	08-08-2021	1-4	Stationary items PO No.76264, We will get it from SSSLP			
140521	06-08-2021	1-7	Odonil PO No. 76266, We will get it from SSSLP			
No. of gate passes issued this week:		0	From No. To No.			
Delivery van site visit on:		04 th , 06 th , 08 th , 09 th , 10 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			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock	75 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		10-04-2021		10-04-2021		10-4-2021

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

Certified by:

N. Shravya
 Asst. Engineer
 MEHTA & MODI REALTY KOWKUR LLP

APPROVED BY
 10 APR 2021
A. SURESH
 PROJECT MANAGER

