

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	17-04-2021
Site:	Greenwood Heights	Prepared by:	N.Shravva
Report From / To	11-04-2021	Approved by:	A.Suresh
Report Date	17-04-2021		
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.	Item Description
140525	12-04-2021	1	Concrete Biege
140526	12-04-2021	1-4	Snow white grout
		Reason for not preparing PO/WO#	
		PO to be issued.	
		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.	Item Description
140460	23-02-2021	1	Micro fibre door mats
140499	16-03-2021	1-2	Granite
140503	19-03-2021	1,3	Wall hanging lights
140510	31-03-2021	1	Camera
140516	03-04-2021	1-4	MS Grills
140517	03-04-2021	1	Granite
140523	09-04-2021	1	Consealed tanks
		Details of discussion with supplier	
		Online purchase.	
		PO No:75609, We will get it from SOV on Monday.	
		PO No.75749, We will get it from SLLP when material is available.	
		Online purchase.	
		PO No.76134, We will get it from SLLP.	
		PO No. 76210, We will get it from SOV on Monday	
		PO No. 76308, We will get it from SLLP.	
No. of gate passes issued this week:	0	From No.	To No.
Delivery van site visit on:	12 th , 13 th , 14 th , 15 th & 17 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
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	62 bags	OPC last weeks stock	PPC/PSC stock
			PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	17-04-2021	17-04-2021	17-4-2021

Notes: 1. * Send a copy of the missing requisitions to purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumar@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. Shrivva
 Asst. Engineer
 MEHTA & MODI REALTY KOWKUR LLP

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APPROVED BY

 17 APR 2021
A. SURESH
 PROJECT MANAGER

Reply to remarks on requisition by site report.							
Prepared by:		Minish					
Report from/to		04-04-21 TO 10-04-21			Date	17/04/2021	
Report Date		17-04-2021			Remarks by Shiva Krishna		
Site:		GIT			Material delivered?	If material is not delivered - is delay justified?	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks				
List of requisitions where PO/WO not prepared 3 working days after requisitions							
140456	22-02-21	Jaisalmer	Cancelled Issue new Requisition				
140436	16-02-21	MI Wifi cameras	Delivered	YES			
140460	23-02-21	Micro fibre door mats	Online Purchase	NO			
140499	16-03-21	Granite	Collect from SOVLLP	NO			
140503	19-03-21	Wall hanging lights	Delivery next week	NO			
140510	31-03-21	Camera	Online Purchase	NO			
140516	03-04-21	MS Grills	Collect from SLLP	NO			
140517	03-04-21	Granite	Collect from SOVLLP	NO			
140518	05-04-21	CPVC Pipe	Delivered	YES			
140520	08-04-21	Stationary Items	Delivered	YES			
140521	06-04-21	Odoril	Delivered	YES			

Certified by:



N. Shrawya
Asst. Engineer
MEHTA & MODI REALTY KOKKUR LLP



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17 APR 2021

A. SURESH
PROJECT MANAGER