

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	24-04-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	18-04-2021	Approved by:	A.Suresh
Report Date	24-04-2021		

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	Reason for not preparing PO/WO#
140525	12-04-2021	1	Concrete Biege	PO to be issued.
140526	12-04-2021	1-4	Snow white grout	PO to be issued.
140534	21-04-2021	1-13	CPVC	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	Details of discussion with supplier
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.
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
140523	09-04-2021	1	Consealed tanks	PO No. 76308, We will get it from SSSLP.
140530	17-04-2021	1	MS L-Angles	PO No. 76541, Sup: Shah Traders, We will get it from them on Monday.
140537	21-04-2021	1	Consealed tanks	PO No.76522, We will get it from SSSLP.

No. of gate passes issued this week:	1	From No.	1947	To No.	1947
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Delivery van site visit on: 19th, 21st, 22nd, 23rd & 24th

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	62 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	24-04-2021			24-04-2021		24-04-2021

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



Reply to remarks on requisition by site report.					
Prepared by:	Minish				
Report from/to	11-04-21 TO 17-04-21				
Report Date	24-04-2021				Date 24/4/2021
Site:	GHT				Remarks by Shiva Krishna
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
140525	12-04-21	concrete beige	Cancelled	No	
140526	12-04-21	snow white grout	Delivered	No	
140460	23-02-21	micro fibre door mats		Yes	
140499	16-03-21	granites	collect from SOVLLP	No	
140503	19-03-21	wall hanging lights	Delivery next week	No	
140510	31-03-21	camera	Delivered	Yes	
140516	03-04-21	ms grills	Delivery next week	No	
140517	03-04-21	granites	collect from SOVLLP	No	
140523	09-04-21	concealed tanks	Delivery next week	No	


APPROVED BY
 24 APR 2021
 A. SURESH
 PROJECT MANAGER

Certified by:

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