

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	08-05-2021			
Site:	Greenwood Heights	Prepared by:	N.Shravya			
Report From / To	01-05-2021	Approved by:	A.Suresh			
Report Date	08-05-2021					
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"		
140544	27-04-2021	1	Calmshell cards	PO not 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		
140523	09-04-2021	1	Consealed tanks	PO No. 76308, We will get it from SSLLP.		
140526	12-04-2021	1-4	Snow white grout	PO No.76835, Sup:Praful sanitary, we wil get it from them by on Monday.		
140537	21-04-2021	1	Consealed tanks	PO No.76522, We will get it from SSLLP.		
140539	26-04-2021	2	Tandoor stone	PO No.76787, Sup:Rajadhani Tiles, they will deliver material by today or tomorrow.		
140551	28-04-2021	1-2	Z-Angles	PO No. 76808, We will get it from SSLLP When material is available.		
140556	05-05-2021	1	Recron	PO No. 76939, We will get it from SSLLP		
No. of gate passes issued this week:		0	From No.	To No.		
Delivery van site visit on:		04 th , 05 th , 06 th & 07 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	42 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	08-05-2021		08-05-2021		08-05-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajakumar@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 - Requisition not received, 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 on 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.

A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

APPROVED BY
08 MAY 2021
A. SURESH
PROJECT MANAGER

