

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	15-05-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	09-05-2021	Approved by:	A.Suresh
Report Date	15-05-2021		

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#
140539	26-04-2021	2	Macharla stone	PO not issued.
140544	27-04-2021	1	Calmshell cards	PO not issued.
140564	11-05-2021	1	Chimney & hob combo	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
140526	12-04-2021	1-4	Snow white grout	PO No.76835, Sup:Praful sanitary, we wil get it from them by on Monday.
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, Partial delivery, We will get it from SSSLP When material is available.
140562	07-05-2021	1	Distribution board	PO No:77073, Sup:Sri parameshwara Engg., We will get it from them by Monday.
140562	07-05-2021	1	CPVC Clamps	PO No.77071, We will get it from SSSLP.
140566	11-05-2021	1	Wall hanging lights	PO No.77138, we will get from SSSLP.
140567	11-05-2021	1	Tubelight fittings	PO No.77128, we will get it from SSSLP.
140568	11-05-2021	2	Pedestal fan	PO No. 77127, Sup:Elegant Enterprises,Partial delivery, We will get it from them when material is available.

No. of gate passes issued this week: 0 From No. 1949 To No. 1949

Delivery van site visit on:

10th -15th

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	34 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	15-05-2021			15-05-2021		15-05-2021

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

