

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	22-05-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	16-05-2021	Approved by:	A.Suresh
Report Date	22-05-2021		

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.

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 will 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.
140544	27-04-2021	1	Calmshell cards	PO No. 77277, we will get it from SSLLP.
140551	28-04-2021	1-2	Z-Angles	PO No. 76808, Partial delivery, We will get it from SSLLP When material is available.
140564	11-05-2021	1	Chimney & hob combo	PO No.77228, Sup:Prakash marketing, They will deliver material by this week.
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.
140573	26-05-2021	1	Machine Blades	PO No.77198, Sup:Sri lakshmi ganesh steels & hardware, We will get it from them.
140574	19-05-2021	1	Road blockers	PO No.77231 We will get it from SSLLP.

No. of gate passes issued this week:	0	From No.		To No.		
Delivery van site visit on:	17 th -21 st					
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	22-05-2021			22-05-2021		22-05-2021

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

A. SURESH
PROJECT MANAGER