

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	03-07-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	27-06-2021	Approved by:	A.Suresh
Report Date	03-07-2021		

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.
140588	25-05-2021	1-5	CC Cameras	PO not issued.
140596	01-06-2021	1	Study table	PO not issued.
140598	03-06-2021	1	Ink for printers	PO not issued.
140616	11-06-2021	1	Carpet	Online purchase.
140618	11-06-2021	1	Wake fit Wlde book self	Requisition not found.
140619	11-06-2021	1	Wakefit sunny home	Online purchase.
140621	11-06-2021	1	Dark wal nut center table	Online purchase.
140629	12-06-2021	1	CC cameras towers	PO not issued.
140638	19-06-2021	1	Tea cup coasters	PO not issued.
140650	25-06-2021	1	L&T Flat Copper cable	PO not issued.
140653	28-06-2021	1	TP-Link router	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
140514	04-03-2021	1-2	Z-Angles	PO No.76262, We will get it from SSLLP.
140640	19-06-2021	6	Dust bin covers	PO No.77886, Partial delivery, we will get it from SSLLP when material is available.
140641	19-06-2021	3,4	A4 Size papers & covers	PO No.77888, Partial delivery, we will get it from SSLLP when material is available.
140646	09-02-2021	1-4	WPC Door frames	PO No.78046, Sup: Adilabad timber Mart, They will deliver material on Monday.
140651	25-06-2021	1-2	Open well submersible pumps	PO No.78184, Sup: Andhra Pumps & motors, We will get it from them on Monday.

No. of gate passes issued this week:

2

From No.

3705

To No.

3705

Delivery van site visit on:

29th -03rd

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	0 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						

Reply to remarks on requisition by site report.

Prepared by: Minish
 Report from/to: 20-06-21 TO 26-06-21
 Report Date: 02-07-2021
 Site: GHT

Date: 03-07-2021
 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					
140539	26-04-21	Macherla stone	PO to be issued	NO	
140588	25-05-21	CC Camera	Delivered	NO	
140596	01-06-21	Study table	Hold by Project Manager	NO	
140598	03-06-21	Ink for printer	Online Purchase	NO	
140616	11-06-21	Carpet	Delivered	NO	Not yet
140617	11-06-21	Window curtain	Delivered	YES	
140618	11-06-21	wake fit wide book self	Not Available	NO	
140619	11-06-21	wake sunny home	Online Purchase	NO	
140621	11-06-21	Dark walnut centre table	Online Purchase	NO	
140624	11-06-21	Bathroom Mats	Delivered	YES	
140629	12-06-21	CC Camera Towers	Cancelled	NO	
140638	19-06-21	Tea cup coasters	Local Purchase	NO	
140640	19-06-21	Dust bin covers	Partly delivered balance next week	NO	
140641	19-06-21	A4 size papers & covers	Partly delivered balance next week	NO	
140646	09-02-21	WPC Door frames	Contact supplier	YES	