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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	17-07-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	11-07-2021	Approved by:	A.Suresh
Report Date	17-07-2021		

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#
140588	25-05-2021	4-5	UPS & Domes	PO not issued.
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	Local purchase
140653	28-06-2021	1	TP-Link router	PO not issued.
140660	03-07-2021	12	Waterproof tape	PO not issued.
140667	09-07-2021	1	Granite	PO not issued.
140675	12-07-2021	1-9	Panel doors	Online purchase.

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
140598	03-06-2021	1	Ink for printers	PO No.78363,we will get it from SSLLP on Monday.
140602	04-06-2021	5-7	Urea	PO No.77579, Sup:Rita Seeds, We will get it from them on Monday.
140665	07-07-2021	1	Polyurethane sealant	PO No.78459, Sup:Anisha Associates, We will get it from them by Tuesday.
140668	09-07-2021	1-4	WPC Door frames	PO No.78530, Sup:Sri balaji enterprises, They will deliver the material on Tuesday.
140670	10-07-2021	1-2	Scythe	PO No.77579, Sup:Rita Seeds, We will get it from them on Monday.
140674	12-07-2021	1	Solar powdered wifi cameras set	PO No. 78691, We will get it from SSLLP.

No. of gate passes issued this week:	4	From No.	3706	To No.	3709
Delivery van site visit on:	11th -17th				
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			
Date	17-07-2021	17-07-2021	17-07-2021

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!

APPROVED BY
17 JUL 2021
A. SURESH
PROJECT MANAGER

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