

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	24-07-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	18-07-2021	Approved by:	A.Suresh
Report Date	24-07-2021		

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.

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
140602	04-06-2021	5-7	Urea	PO No.77579, Sup:Rita Seeds, We will get it from them on Monday.
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.
140689	19-07-2021	1	MS Stands	PO No. 78834, We will get it from SSLLP when material is available.
140690	20-07-2021	1	Coffee powder	PO No. 78834, Sup: Goutham Enterprises, We will get it from them by Tuesday.

No. of gate passes issued this week:

1

From No.

3710

To No.

3710

Delivery van site visit on:

19th -23th

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	24-07-2021			24-07-2021		24-07-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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 received on a daily basis. 5. Station PO & MRN on DOs / 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.

Reply to remarks on requisition by site report					
Prepared by		Minish		Date	24-7-21
Report Number		11-07-21 TO 17-07-21		Remarks by Shiva Krishna	
Report Date		24-07-2021			
Site		GH1			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PWD not prepared 3 working days after requisitions					
140588	25-05-21	UPN & Dome	Rates to get	NO	
140619	11-06-21	wake sunny home	Online Purchase	NO	
140621	11-06-21	Dark walnut centre table	Online Purchase	NO	
140629	12-06-21	CC Camera Towers	Cancelled	NO	
140638	19-06-21	Tea cup coasters	Local Purchase	NO	
140651	28-06-21	IP Link router	Delivered	NO	
140660	01-07-21	Waterproof tapes	Delivered	NO	
140667	09-07-21	Granite	Collect from NOVLLP	NO	
140675	12-07-21	panel doors	Delivered	YES	
140598	01-06-21	ink for printers	Delivered	YES	
140602	04-06-21	urea	Delivered	YES	
140665	07-07-21	polyurethane	Delivered	YES	
140668	09-07-21	wpc door frames	Delivered	YES	
140670	10-07-21	Sc VHH	Contact supplier	NO	
140674	12-07-21	Solar powered wi-fi camera set	Delivered	YES	

APPROVED BY
24 JUL 2021
A. SURGEON
PROJECT MANAGER

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