

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	31-07-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	25-07-2021	Approved by:	A.Suresh
Report Date	31-07-2021		

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.
140667	09-07-2021	1	Granite	PO 78946 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
140690	20-07-2021	1	Coffee powder	PO No. 78834, Sup: Goutham Enterprises, We will get it from them by Tuesday.
140693	22-07-2021	1	Rain coats	PO No. 78998, We will get it by Monday.
140697	27-07-2021	1	MS L-Angles	PO No: 79108 Sup: Arihant steels, they will deliver the material on Monday.

No. of gate passes issued this week:

1 From No. 3711 To No. 3713

Delivery van site visit on:

25th - 31st

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	31-07-2021			31-07-2021		31-07-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and 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 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
31 JUL 2021
A. SURESH
PROJECT MANAGER

Page 1 of 1
Certified by:
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Asst. Engineer
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