

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	07-08-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	01-08-2021	Approved by:	A.Suresh
Report Date	07-08-2021		

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 [#]
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.
140653	28-06-2021	1	TP-Link router	PO not issued.
140705	04-08-2021	1	Powder coated double gates	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
140588	25-05-2021	4-5	UPS & Domes	PO 79384, Sup:Obel systems, we will get it from SSSLP.
140697	27-07-2021	1	MS L-Angles	PO No: 79108 Sup:Arihant steels, they will deliver the material on Monday.
140704	03-08-2021	1	WPC Door frames	PO No. 79406, Sup:Adilabad Timber mart, they will deliver the material by Monday.
140708	04-08-2021	2,3,5,6	Phynile	PO No.79389, partial delivery, we will get it from SSSLP

No. of gate passes issued this week:	1	From No.	3714	To No.	3714
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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	07-08-2021			07-08-2021		07-08-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin officers 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 - material received fabrication not started, Delivery not on time, 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!

A. SURESH
PROJECT MANAGER

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

Reply to remarks on requisition by site report.				
Prepared by:	Minish			
Report from/to	25-07-21 TO 31-07-21			
Report Date				
Site:	GHT	05-08-2021		
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Remarks by Shiva Krishna
				Date
				If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions				
140588	25-05-21	UPS & Domes		
140619	11-06-21	wake sunny home	Close this requisition material already reached site	
140621	11-06-21	Dark walnut centre table	Close this requisition material already reached site	
140629	12-06-21	CC Camera Towers	Close this requisition material already reached site	
140638	19-06-21	Tea cup coasters	Cancelled	
140653	28-06-21	TP Link router	Local Purchase by selva kumar	
140667	09-07-21	Granite	cancel this requisition send new requisition	
			Collect from SOVLLP	
140690	20-07-21	Coffee Powder		
140693	22-07-21	Rain Coats	Contact supplier	
140697	27-07-21	MS L-Angles	Delivered	
			Contact supplier	

(Handwritten signature)

APPROVED BY
07 AUG 2021
A. SURESH
PROJECT MANAGER

Certified by:
(Handwritten signature)
N. Shrivya
Asst. Engineer
MEHTA & MOON REALTY KOWKUR LLP