

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

Company:	Mehta&Modi Realty Kowkur LLP		Date:	17-08-2021		
Site:	Greenwood Heights		Prepared by:	N.Shravya		
Report From / To	08-08-2021		Approved by:	A.Suresh		
Report Date	14-08-2021					
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#		
140705	04-08-2021	1	Powder coated double gates	PO not issued.		
140717	13-08-2021	1	Powder coated grills	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		
No. of gate passes issued this week:			1	From No.	3715 To No. 3715	
Delivery van site visit on:			2 nd - 07 th			
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		17-08-2021		17-08-2021		17-08-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajikumari@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!

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	01-08-21 TO 07-08-21				
Report Date		13-08-2021		Date	13/8/21
Site:	GHT			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					
140619	11-06-21	Wakefit sunny home	Close this requisition material delivered at site	YES	
140621	11-06-21	Dark Walnut centre table	Close this requisition material delivered at site	YES	
140629	12-06-21	CC Camera Towers	Cancelled	NO	
140653	28-06-21	TP Link router	cancel this requisition send new requisition	NO	
140705	04-08-21	Powder Coated double gates	Under Fabrication	NO	
140588	25-05-21	UPS & Domes	Close this requisition material already reached site	YES	
140697	27-07-21	MS L-Angles	Contact supplier	YES	
140704	03-08-21	WPC Door frames	Delivered	YES	
140708	04-08-21	Phynile	Delivered	YES	

APPROVED BY
17 AUG 2021
A. SURESH
PROJECT MANAGER

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