

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

Company:	Villa Orchids-LLP	Date:	21-08-2021
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / To	15-08-21 To 21-08-21	Approved by:	A.SURESH
Report Date	21-08-2021		
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 ⁹			
-			
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
63707	07-09-2021	1	MI Wifi cc cameras
Details of discussion with supplier ⁵			
PO No. 79493 Sup: MK Mobiles private limited, We will get it from them by this week.			
No. of gate passes issued this week:		Nil	From No.
Delivery van site visit on:		-	To No.
		-	-
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
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		
Stock at site - no of rods	Nil	Stock at site in Kgs	Nil
Previous stock in Kgs	Nil		
OPC stock		OPC last weeks stock	
		PPC/PSC stock	-
		PPC/PSC last weeks stock	-
Details	Project Manager		Admin Officer/Manager
Sign	A.Suresh		K.Sneha
Date	21-08-2021		21-08-2021
			Admin Audit

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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 - DD NOT CALL PURCHASE!

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21 AUG 2021

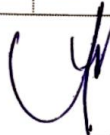
**A. SURESH
PROJECT MANAGER**

Certified by:

**N. Shravya
Asst. Engineer**

MEHTA & MODI REALTY

Prepared by:	Mounika				
Report Date	17.08.21				
Site	Villa Orchids LLP				21/8/2021
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is prepared and items have not received at site					
63707	07.09.21	MI Wifi CC Cameras	Collect from Supplier	NO	



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21 AUG 2021

A. SURESH
PROJECT MANAGER