

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	04-09-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	29-08-2021	Approved by:	A.Suresh
Report Date	04-09-2021		

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	Estimate to be prepared.
140722	17-08-2021	1-3	Malaysian Brown Dark	PO not issued.
140735	28-08-2021	1-12	40Amps Isolator	PO not issued.
140736	31-08-2021	1	Consealed tanks	Estimate to be prepared.
140739	26-08-2021	1-3	Glass door	PO not issued.
140740	27-08-2021	1	MS Sliding Gates	PO not issued.
140745	01-09-2021	1-3	LED Lights	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
140717	13-08-2021	1	Powder coated grills	PO No. 79763, We will get it from SSLLP.
140732	28-08-2021	1	4 core armour cable	PO No. 79985, Sup: Premier Engineering corporation, We will get it from SSLLP.
140741	28-08-2021	1-11	Channel Brackets	PO No. 80166, Sup: SFS Hardware, We will get it from them by Monday.
140743	28-08-2021	1-20	PVC Pipes	PO No: 80172, We will get it from SSLLP when material is available.
140747	01-09-2021	6	Bleaching powder	PO No. 80258, Sup: Veerabadra enterprises, We will get it from by Monday.
140748	01-09-2021	10	Buckets	PO No.80246, Partial delivery, We will get it from SSLLP when material is available.

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		04-09-2021	04-09-2021	04-09-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajikumarn@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 fill at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready - on 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

APPROVED BY
04 SEP 2021
A. SURESH
PROJECT MANAGER

Certified by:

N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

