

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	11-09-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	05-09-2021	Approved by:	A.Suresh
Report Date	11-09-2021		

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#
140722	17-08-2021	1-3	Malaysian Brown Dark	Note with MD Approval
140735	28-08-2021	1-12	40Amps Isolator	PO not issued.
140740	27-08-2021	1	MS Sliding Gates	PO not issued.
140754	03-09-2021	1-9	Wires	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
140705	04-08-2021	1	Powder coated double gates	PO No. 79947, We will get it from SSLLP.
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.
140736	31-08-2021	1	Consealed tanks	PO No. 80224, We will get it from SSLLP, when material is available.
140747	01-09-2021	6	Bleaching powder	PO No. 80258, Sup: Veerabhadra 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.
140750	02-09-2021	1	Tanbrown Granite	PO No 80248, We will get it from SSLLP.

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	11-09-2021		11-09-2021		11-09-2021	

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

