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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	18-09-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	12-09-2021	Approved by:	A.Suresh
Report Date	18-09-2021		

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#
140740	27-08-2021	1	MS Sliding Gates	Under Fabrication.
140754	03-09-2021	1-9	Wires	80459PO 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.
140750	02-09-2021	1	Tanbrown Granite	PO No 80248,We will get it from SSLLP.
140754	03-09-2021	1-9	Wires	PO No.80459 partial delivery, we will get it from SSLLP when material is available..
140766	09-09-2021	1	Cement	PO No. 80468, We will get it from SSLLP.
140768	09-09-2021	3,7	Panel doors	PO No.80493, Partial delivery,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	18-09-2021	18-09-2021	18-09-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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.

Certified by:

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

18 SEP 2021