

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	01-10-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	26-09-2021	Approved by:	A.Suresh
Report Date	01-09-2021		

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.
140786	22-09-2021	1	Printer	Online purchase.
140792	25-09-2021	1-6	PVC False Ceiling material	PO not issued.
140797	30-07-2021	1-6	Pvc pipes	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, Under Fabrication.
140750	02-09-2021	1	Tanbrown Granite	PO No 80248, We will get it from SOV LLP.
140766	09-09-2021	1	Cement	PO No. 80468, Partial delivery.
140768	09-09-2021	3,7	Panel doors	PO No.80493, Partial delivery, We will get it from SSSLP.
140787	22-09-2021	1	Flexible pipe	PO No. 80989 We will get it from SSSLP.
140790	25-09-2021	1	Carpet grass	PO No. 81008, Sup: Green belt services, They will deliver the material by Monday.
140795	28-09-2021	1	Tam brown granite	PO No. 81097, We will get it from SOV
140798	25-09-2021	1	L-Angle	PO No. 81135, Sup:Dilpreet Tubes, They will deliver the material by Tuesday.
140799	25-09-2021	1-3	Gazzet plates	PO No.81136, Sup:SFS Hardware, We will get it from them on Tuesday.
140799	25-09-2021	1-3	Gazzet plates	PO No.81137, Sup:SFS Dilpreet tubes, We will get it from them on Tuesday.
140800	28-09-2021	1-12	PVC Material	PO No.81149, we will get it from SSSLP on Monday.

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	160 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	01-10-2021			01-10-2021		01-10-2021

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

01 OCT 2021

A. SURESH
PROJECT MANAGER

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Certified by:

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