

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

Company	Mehta&Modi Realty Kowkur LLP	Date	09-10-2021
Site	Greenwood Heights	Prepared by	K Sneha
Report From / To	03-10-21 To 09-10-21	Approved by	A Suresh
Report Date	09-10-2021		

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	Estimate with MD for Approval
140805	30-09-2021	4	Fan rod	PO to be issue

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
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.
140798	25-09-2021	1	L-Angle	PO No. 81135, Sup. Dilpreet Tubes, They will deliver the material by Tuesday.
140808	05-10-2021	1	Ceiling Fan	PO No 81325, sup. Elegant Enterprises, We will get it from material by Monday.

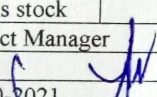
Inward report (MRN/other) & stock report emailed in pdf format to purchase

Yes

Items not ordered but received:

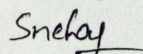
Other corrections & remarks:

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				K. Sneha		
Date	09-10-2021			09-10-2021		09-10-2021

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

Certified by:



K. Sneha

Asst. Engineer

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