

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	23-10-2021
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	17-10-21 To 23-10-21	Approved by:	A.Suresh
Report Date	23-10-2021		

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.
140792	25-09-2021	1-6	PVC False Ceiling material	Estimate with MD for Approval
140816	12-10-2021	1	Speciality gate light	Requisition sent to MD's Approval
140828	16-10-2021	1-8	Panel doors	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.
140804	29-09-2021	1	FRP Thadakaas	PO No.81336,sup:Meera Fibretek Pvt.Ltd, We will get it from supplier when material available from supplier.
140817	12-10-2021	1	Indigo floor Paint	PO No.81647 Sup:Veesamsetty Srinivas,We will get it from supplier when material available from supplier.
140826	14-10-2021	1	Recron	PO No.81836 We will get it from SLLP when the material available from SLLP
140833	18-10-2021	1-4	WPC door frames	PO No.81780 sup:Adilabad Timber Mart supplier deliver the 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						
Date	23-10-2021			23-10-2021		23-10-2021

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 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

APPROVED BY
23 OCT 2021
A. SURESH
PROJECT MANAGER

Certified by:

Page 1 of 1 **K. Sneha**
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP