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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	20-11-2021
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	14-11-21 To 20-11-21	Approved by:	A.Suresh
Report Date	20-11-2021		

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.
140816	12-10-2021	1	Speciality gate light	Catlog to MD
140854	1-11-2021	1	Automatic fire lift with machine room less	Estimate to be prepare
140858	2-11-2021	1	Automatic passengers lift	Estimate to be prepare
140871	12-11-2021	1	Wenge color H-Frame	Po to be issue
140872	12-11-2021	1-2	Full white color PVC False ceiling	Po to be issue
140875	13-11-2021	1-10	WPC Door frames	Po to be issue
140876	12-11-2021	1-2	Powder coated Z Angles	Po to be issue
140882	13-11-2021	1	PVC False Ceiling Natural Wood color Material	Po to be issue
140886	18-11-2021	1	MI CC Camera	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.
140823	12-10-2021	1	MS Railing	PO No,81767,Under Fabrication.
140856	02-11-2021	1	Tiles	PO No.82307,We will get it from SSLLP Stores by Monday.
140873	12-11-2021	1-10	Wires	PO No.82624,We will get it from SSLLP Stores by Monday.
140881	17-11-2021	1-2	Almond Grout White	PO No.82712,We will get it from SSLLP Stores by Monday.
140883	17-11-2021	1-8	PVC	PO No.82706,We will get it from SSLLP Stores by Monday.
140885	17-11-2021	1-6	PVC Pipe	PO No.82754,We will get it from SSLLP Stores by Monday.

No. of gate passes issued this week:	01	From No.	3732	To No.	3732
Delivery van site visit on:	15^{th},16^{th},18^{th},19^{th} November				
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	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil

5.	20mm	2.47	29.64	Nil	Nil	Nil	
6.	25mm	3.86	46.32	Nil	Nil	Nil	
7.	32mm	6.32	75.84	Nil	Nil	Nil	
8.	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	-	PPC/PSC last weeks stock	-
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		K.Sneha			
Date		20-11-2021		20-11-2021			

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:
Snehaf
K. Sneha
Asst. Engineer
MEHTA & MODI REALTY KOVUR LLP