

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	04-12-2021
Site:	Greenwood Heights	Prepared by:	K. Sneha
Report From / To	28-11-21 To 04-12-21	Approved by:	A.Suresh
Report Date	04-12-2021		

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*
140816	12-10-2021	1	Speciality gate light	Po to be issue
140886	18-11-2021	1	MI CC Camera	Online purchase
140918	30-11-2021	1-4	Flooring tiles	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.
140862	09-11-2021	1	FRP Tadmaks	PO No.82675, We will get it from SSLLP by Tuesday.
140893	20-11-2021	1	Large tiles	PO No.82782, We will get it from SSLLP By Monday.
140894	20-11-2021	1-2	Large tiles	PO No.82774, We will get it from SSLLP By Monday.
140896	20-11-2021	1	Utility tiles	PO No.82919, We will get it from SSLLP By Monday.
140902	25-11-2021	1	GHT logo with LED lights	PO No.83019, Supplier: Legend Elevation. Supplier deliver the Material by Wednesday.
140903	26-11-2021	1	Blue sheets	PO No.83025, stock not available at SSLLP when material available we will get it.
140907	29-11-2021	1-4	L-Patti	PO No.83169, Supplier: Sri Balaji Enterprises, We will get it from Supplier by Monday.
140915	30-11-2021	1	Recron	PO No.8318, stock not available at SSLLP when material available we will get it.
			Nil	From No. - To No. -

No. of gate passes issued this week:

29th November & 2nd December

Delivery van site visit on:

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

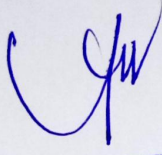
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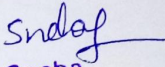
APPROVED BY
04 DEC 2021
A. SURESH
PROJECT MANAGER

Certified by:
Sneha
K. Sneha
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

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	27-11-2021			27-11-2021			

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


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04 DEC 2021
A. SURESH
PROJECT MANAGER

Certified by:

K. Sneha
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP