

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	27-12-2021
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	19-12-21 To 27-12-21	Approved by:	A.Suresh
Report Date	27-12-2021		

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#
140886	18-11-2021	1	MI CC Camera	Online purchase.
140957	16-12-2021	1-6	Panel door's	Po to be issue.
140969	22-12-2021	1-2	4 pole isolator	Po to be issue.
140970	22-12-2021	1-6	SS Screws	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 ^s
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.
140893	20-11-2021	1	Large tiles	PO No.82782, 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 Monday.
140927	4-12-2021	1-2	Utility tiles	PO No.83315, We will get it from SSLLP by Tuesday.
140930	4-12-2021	1	Vitrified tiles	PO No.83314, We will get if from SSLLP by Tuesday.
140942	8-12-2021	1	Al.structure glazing work	PO No.83653, Sup:Pinnacle supplier deliver the material by Friday
140943	9-12-2021	1-2	Marbo Opera beige	PO No.83531, We will get it from SSLLP By Monday.
140951	5-12-2021	1-10	G I Nipple	PO No.83844, sup:Pratul sanitary, we will get it material by Tues day
140952	15-12-2021	1-2	Marbo opera beige large tile.	PO no.83869, We will get it from SSLLP by Wednesday.

No. of gate passes issued this week:	02	From No.	3736	To No.	3737
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Delivery van site visit on: 20th, 21st, 22nd, 23rd, 24th December

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		27-12-2021		27-12-2021		

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!



