

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	03-01-2022
Site:	Greenwood Heights	Prepared by:	K Sneha
Report From / To	28-12-21 To 03-01-22	Approved by:	A Suresh
Report Date	03-01-2022		

List of requisitions numbers missing in the report¹:- 140979,140982,140983,140984,140985,140987,140988

List of requisitions where PO/WO not prepared 3 working days after requisition:

Reason for not preparing PO/WO²

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO ²
-	-	-	-	-

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 ³
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 SSSLP Stores by Monday.
140893	20-11-2021	1	Large tiles	PO No.82782, We will get it from SSSLP By Monday.
140927	4-12-2021	1-2	Utility tiles	PO No 83315, We will get it from SSSLP by Tuesday.
140930	4-12-2021	1	Vitrified tiles	PO No 83314, We will get if from SSSLP by Tuesday.
140943	9-12-2021	1-2	Marbo Opera beige	PO No.83531 ,We will get it from SSSLP By Monday.
140944	9-10-2021	1-3	UPVC Window's	PO No.83641, Sup. Rainbow UPVC Doors&Windows, supplier deliver the material by Wednesday.
140952	15-12-2021	1-2	Marbo opera beige large tile.	PO no 83869, We will get it from SSSLP by Tuesday.
140957	16-12-2021	1-6	Panel door's	PO No.83978, We will get it from SSSLP by Wednesday.
140964	21-12-2021	1-2	PVC Rigid pipe	PO No.83925, Sop. Praful Sanitary, We will get it from supplier by Thursday.
140977	25-12-2021	1-2	Tan brown granite	PO No.83958 We will get it from SSSLP by Wednesday.

No. of gate passes issued this week:

- From No.

- To No.

Delivery van site visit on:

27th,30th&31st 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

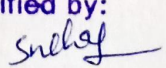
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil
5.	20mm	2.47	29.64	Nil	Nil	Nil
6.	25mm	3.86	46.32	Nil	Nil	Nil
7.	32mm	6.32	75.84	Nil	Nil	Nil
8.	Binding wire			Nil	Nil	Nil

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APPROVED BY

03 JAN 2022

A. SURESH
PROJECT MANAGER

Certified by:

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

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		03-01-2022		03-01-2022			

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!

