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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	31-01-2022
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	23-01-2022 To 29-01-2022	Approved by:	A.Suresh
Report Date			

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#
141129	20-01-2022	1-13	PVC Pipe	PO not issued.

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.
140930	4-12-2021	1	Vitrified tiles	PO No.83314,We will get if from SSLLP by Tuesday.
140952	15-12-2021	1-2	Marbo opera beige large tile.	PO no.83869,We will get it from SSLLP by Tuesday.
140988	30-12-2021	1	Sera board	Po No:84221,Sup:Shri Kripalu Trading Company.Supplier said deliver the material by Wednesday.
140997	07-01-2022	1	SS Railing	Po No:84406 ,Sup:Leela Steel Railing&Furniture.Supplier said deliver the material by this week.
141113	14-01-2022	1	Breath analiser	PO to be issued
141114	14-01-2022	1-6	Creche books	PO no 84556, Partial pending, We will get it from SSLLP when material is available.
141117	20-01-2022	1-2	UPVC windows	PO no 84605
141120	17-01-2022	1-2	Aglonima plants	PO No. 84904, Sup:Green Belt Services,we will get it from them by Tuesday.
141124	19-01-2022	1	Pump starter	PO No. 84401, Sup:Andhra pumps & motors,we will getit from them by Tuesday.
141125	19-01-2022	2	Urban wood natural	PO No.84716, partial delivery,We will get it from SSLLP.
141133	20-01-2022	1-10	Channel bracket	PO No.84949, We will get it from them by Tuesday.

No. of gate passes issued this week:	Nill	From No.	98	To No.	98

Delivery van site visit on: 24,25,27,29th of jan

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

APPROVED BY
31 JAN 2022
A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY

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		N.Shravya			
Date		31-01-2022		31-01-2022			

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