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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	19-02-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	13-02-2022 To 12-02-2022	Approved by:	A.Suresh
Report Date	19-02-2022		

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#
141113	14-01-2022	1	Breath analyser	PO to be issue
141186	09-02-2022	1-21	GI PIPE 1 1/4	PO to be Issue
141200	16-02-2022	1-3	Bosch Grinding Machine	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$
141137	21-01-2022	1	Concealed tank	Po no:84794.We will get it from SSLLP by Monday.
141153	29-01-2022	1-4	Upvc windows	Po no 85156 Sup:Rainbow UPVC Doors and Windows Supplier delivered material by Tues day
140858	02-11-2022	1	lifts	Po no 82674 Sup:Johnson Lifts Private Limited Supplier delivered the material by 23rd Feb
141161	01-02-2022	1-5	Country vanilla tile	Po no 85202 we will get it SSLLP By Monday
141167	01-02-2022	1-2	Large tile	Po no 85292 we will get it from SSLLP By Monday
141181	7-02-2022	1-2	HDPE Pipe	Po no:85524. Sup:Praful sanitary Supplier said delivered the material by Monday.
141182	08-02-2022	1-7	Panel doors	Po no:85365 We will get if from SSLLP By Monday.
141184	09-02-2022	1	Cricket net	Po no:85476 We will get it from SSLLP by Monday.
141190	11-02-2022	1	Lappam	Po no:85406 We will get it from SSLLP by Monday.
141191	11-02-2022	1-17	40-Amps Isolator	Po no;85645 We will get it from SSLLP by Monday.
141194	14-02-2022	1-2	Timer	Po no:85542 Sup:Elegant Enterprises We will get it from Tuesday.
141196	15-02-2022	1-3	GI U-clamp	Po no:85583 Sup:SFS Hardware We will get it from Tuesday.
141197	15-02-2022	1-10	Channel bracket	Po no:85582 Sup:SFS Hardware We will get it from Tuesday.

No. of gate passes issued this week:	02	From No.	3745	To No.	3746
Delivery van site visit on:	14th,15th,16th,17th,18th,19th February				
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

A. SURESH
PROJECT MANAGER
15 FEB 2022

APPROVED BY

Certified by:
Sneha

7.	32mm	6.32	75.84	Nil	Nil	Nil	
8.	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	207	PPC/PSC last weeks stock	250
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		K.Sneha			
Date		19-02-2022		19-02-2022			

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!

APPROVED BY
19 FEB 2022
A. SURESH
PROJECT MANAGER

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

Reply to remarks on requisition by site report.						
Prepared by:		Minish				
Report from/to		06-02-22 TO 11-02-22				
Report Date		18-02-2022		Date	19/02/22	
Site:		GHT		Remarks by Shiva Krishna		
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?	
List of requisitions where PO/WO not prepared 3 working days after requisitions						
141113	14-01-22	Breath Analizer	Online Purchase awaiting Delivery			
141178	08-02-22	Safety Nets	Delivered	yes		
140717	13-08-21	Powder Coated Grills	Send New Requisition			
141167	01-02-22	Large Tiles	Collect from GMR			
141166	02-02-22	Vetrified Tiles	Collect from MPL/GMR	yes		
141162	02-02-22	Vetrified Tiles	Collect from GMR	yes		
141153	29-01-22	UPVC Windows	Delivered	NO		
141137	21-01-22	Concealed tank	Collect from SSLLP			
140858	02-11-21	Lifts	co-ordinate with supplier for delivery of material			
141161	01-02-22	Country Vanilla Tile	Collect from GMR			

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