

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	26-02-2022
Site:	Greenwood Heights	Prepared by:	K. Sneha
Report From / To	21-02-2022 To 26-02-2022	Approved by:	A. Suresh
Report Date	26-02-2022		

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#

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
141153	29-01-2022	1-4	Upvc windows	Po no 85156 Sup:Rainbow UPVC Doors and Windows Supplier delivered material by Tuesday
140858	02-11-2022	1	lifts	Po no 82674 Sup:Johnson Lifts Private Limited Supplier delivered the material by next week
141161	01-02-2022	1-5	Country vanilla tile	Po no 85202 we will get it SSSLP By Monday
141167	01-02-2022	1-2	Large tile	Po no 85292 we will get it from SSSLP By Monday
141176	07-02-2022	1-29	GI Pipe	Po no:85505 Sup:Praful Sanitary Supplier said delivered the material by Monday.
141179	08-02-2022	1-8	SS Name:Banquet hall	Po no:85373 Sup:Legend Elevation.Under Fabrication.
141180	08-02-2022	1-8	SS Name:Yoga Room	Po no:85372 Sup:Legend Elevation.Under Fabrication.
141181	7-02-2022	1-2	HDPE Pipe	Po no:85524. Sup:Praful sanitary Supplier said delivered the material by Monday.
141186	09-02-2022	1-14	GI Pipe	Po no:85717 Sup:Praful Sanitary Supplier said delivered the material by Monday.
141189	12-02-2022	1-3	Urinal Cp Waste coupling	Po no.85500 Sup: JVM Enterprises Supplier said Delivered the Material by Tuesday.

No. of gate passes issued this week:

02

From No.

3747

To No.

3748

Delivery van site visit on:

21st,22nd,23rd,24th,25th,26th 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
7.	32mm	6.32	75.84	Nil	Nil	Nil
8.	Binding wire			Nil	Nil	Nil
OPC stock		OPC last weeks stock		PPC/PSC stock	250	PPC/PSC last weeks stock
						217
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			K.Sneha		
Date	26-02-2022			26-02-2022		

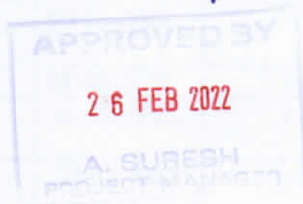
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajumarn@modiproperties.com on every Saturday. 3.

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APPROVED BY
26 FEB 2022
A. SURESH
PROJECT MANAGER

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

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!



Reply to remarks on requisition by site report.					
Prepared by:	Minish				
Report from/to	13-02-22 TO 19-02-22				
Report Date		24-02-2022	Date	26/02/2022	
Site:	GHT		Remarks by Shiva Krishna		
Requisition No	Requisition Date	Material Description	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 Analyzer	Online Purchase awaiting Delivery	yes	
141186	09-02-22	GI Pipe 11/4"	Contact supplier	yes	
141200	16-02-2022	Bosch Grinding Machine	Contact supplier		
141137	21-01-22	Concealed tank	Partly delivered balance next week	yes	
141153	29-01-22	UPVC Windows	Contact supplier		
140858	02-02-22	Lifts	Contact supplier		
141161	01-02-22	HDPE Pipes	Contact supplier		
141167	01-02-22	Large Tiles	Collect from GMR		
141181	07-02-22	HDPE Pipes	Contact supplier		
141182	08-02-22	Panel doors	Partly delivered balance next week	yes	
141184	09-02-22	Cricket nets	Delivered	yes	
141190	11-02-22	Lappam	Delivered	yes	
141191	11-02-22	40-Amps Isolators	Delivered	yes	
141194	14-02-22	Timer	Contact supplier	yes	
141196	15-02-22	GI U-Clamps	Contact supplier	yes	
141197	15-02-22	Channel Brackets	Contact supplier	yes	



APPROVED BY
25 FEB 2022
A. SURESH
PROJECT MANAGER

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