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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	17-01-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	09-01-22 To 15-01-22	Approved by:	A.Suresh
Report Date	17-01-2022		

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$
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.
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.
140952	15-12-2021	1-2	Marbo opera beige large tile.	PO no.83869,We will get it from SSLLP by Tuesday.
140978	25-12-2021	1	Gate lamps	PO No.84005,We will get it from SSLLP by Monday.
140981	31-12-2021	1	Openable glass door	Po No.84096,Supplier:Sri Sai Rohith Marketing Company.Under Fabrication.
140988	30-12-2021	1	Sera board	Po No:84221,Sup:Shri Kripalu Trading Company.Supplier said deliver the material by Wednesday.
140995	07-01-2022	1-4	Main door Frames	Po No:84311 Sri Balaji Enterprises,Supplier said deliver the material by Tuesday.
140997	07-01-2022	1	SS Railing	Po No:84406 ,Sup:Leela Steel Railing&Furniture.Supplier said deliver the material by this week.
141008	10-01-2022	1	Wooden document scanner.	Po No.84528.We will get it from SSLLP By Tuesday.
141111	12-01-2022	1	Fruit packing cover's	Po No.84495,Sup:Veerabhadra Enterprises We will get the material by Tuesday.

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:	10th,11th,12th&14th 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

APPROVED BY
17 JAN 2022
A. SURESH
PROJECT MANAGER

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

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		17-01-2022		17-01-2022			

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 ompleting 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
17 JAN 2022
A. SURESH
PROJECT MANAGER

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