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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	05-03-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	27-02-2022 To 05-03-2022	Approved by:	A.Suresh
Report Date	05-03-2022		

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#
141214	24-02-2022	1-8	6sq 4 core Red color wire	Requisition sent to MD's Approval.
141223	28-02-2022	1-4	UPVC Window's	Rates to be finalise.
141224	28-02-2022	1-4	UPVC Window's 6X4	Rates to be finalise.
141233	01-03-2022	1	Modular kitchen	Estimate to be prepare.
141234	01-03-2022	1	Modular kitchen	Estimate to be prepare.
141242	03-03-2022	1	Hinges	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$
141153	29-01-2022	1-4	Upvc windows	Po no 85156 Sup:Rainbow UPVC Doors and Windows. Under fabrication.
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 SSLLP By Tuesday.
141167	01-02-2022	1-2	Large tile	Po no 85292 we will get it from SSLLP By Tuesday.
N 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.
141189	12-02-2022	1-3	Urinal Cp Waste coupling	Po no.85500 Sup: JVM Enterprises Supplier said Delivered the Material today.
141222	28-02-2022	1-4	Powder coated grills	Po No.86042 We will get it from SSLLP Stores from Monday.
141225	28-02-2022	1-4	Powder coated grills	Po No.85985 We will get it from SSLLP Stores from Monday.
141226	28-02-2022	1-2	Glass Railing	Po No.85996 Sup:Leela Steel Railing&furniture Supplier said Delivered the material by next week.
141228	28-02-2022	1-8	Pannel doors	Po no:86093 We will get it from SSLLP Stores from Monday.
141238	1-03-2022	1	GI U-clamp	Po no 86046 Sup:SFS Hardware We will get it from material from Tuesday.

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:	28th February& 1st,2nd,3rd March				
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

05 MAR 2022

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

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	217	PPC/PSC last weeks stock	195
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		K.Sneha			
Date		05-03-2022		05-03-2022			

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!

0 5 MAR 2022

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		21-02-22 TO 26-02-22				
Report Date						
Site:		GHT 04-03-2022		Date	5/3/22	
				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						
141153	29-01-22	UPVC Windows	Contact supplier			
140858	02-11-21	Lifts	Contact supplier			
141161	01-02-22	Country Vanilla Tile	Collect from GMR			
141167	01-02-22	Large Tiles	Collect from GMR			
141176	07-02-22	GI Pipe	Contact supplier	yes		
141179	08-02-22	SS Name Yoga Room	Contact supplier			
141180	08-02-22	SS Name Yoga Room	Contact supplier			
141181	07-02-22	HDPE Pipe	Contact supplier	yes		
141186	09-02-22	GI Pipe	Contact supplier	yes		
141189	12-02-22	Urinal Cp Waste Couplings	Contact supplier			

05 MAR 2022

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