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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	12-03-2022
Site:	Greenwood Heights	Prepared by:	K.Sneha
Report From / To	06-03-2022 To 12-03-2022	Approved by:	A.Suresh
Report Date	12-03-2022		

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	Estimate with MD for Approval.
141224	28-02-2022	1-4	UPVC Window's 6X4	Estimate with MD for Approval.
141233	01-03-2022	1	Modular kitchen	Estimate to be prepare.
141234	01-03-2022	1	Modular kitchen	Estimate to be prepare.
141253	08-03-2022	1	Recorn packets	Po to be issue.
141258	08-03-2022	1-4	UPVC Windows	Estimate to be prepare.
141259	08-03-2022	1-3	UPVC Windows	Estimate to be prepare.
141260	08-03-2022	1	Copper wire-8guage	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$
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.
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.
141222	28-02-2022	1-4	Powder coated grills	Po No.86042 We will get it from SSLLP Stores after the fabrication done.
141225	28-02-2022	1-4	Powder coated grills	Po No.85985 We will get it from SSLLP Stores after the fabrication done.
141226	28-02-2022	1-2	Glass Railing	Po No.85996 Sup:Leela Steel Railing&furniture Supplier said Delivered the material by next week.
141248	08-03-2022	1	Tan brown granite	Po no.86208 We will it from SSLLP By next week.
141251	08-03-2022	1-4	Main door frames	Po no.86216 Sup:Adilabad Timber Mart Supplier said delivered the material by Monday.
141252	08-03-2022	1	Conceled tanks	Po no.86197 We will get it from SSLLP stores by Monday.

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:	7th,8th,9th,10th,12th 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
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	12-03-2022	12-03-2022	

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!

12 MAR 2022

Certified by:
Sneha
K. Sneha
MEHTA & MO

Reply to remarks on requisition by site report.					
Prepared by:		Minish			
Report from to		27-02-22 TO 05-03-22			
Report Date		12-03-2022			
Site:		GHT		Date	12/3/22
				Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Desccription	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					
141214	24-02-22	6 SQX 4core red color wire	Requisition sent to MD		
141223	28-02-22	UPVC Window	PO tio issue		
141224	28-02-22	UPVC Window 6x4	PO tio issue		
141233	01-03-22	Modular Kitchen	Estimate to prepare		
141234	01-03-22	Modular Kitchen	Estimate to prepare		
141242	03-03-22	Hinges	Delivered	yes	
141153	29-01-22	UPVC Windows	PO to issue	yes	
140858	02-11-21	Lifts	PO to issue		
141161	01-02-22	Country Vanilla Tile	Collect from GMR		
141167	01-02-22	Large Tiles	Collect from GMR		
141179	08-02-22	SS Name Yoga Room	Contact supplier		
141180	08-02-22	SS Name Yoga Room	Contact supplier		
141189	12-02-22	Urinal Cp Waste Couplings	Contact supplier	yes	
141222	28-02-22	Powder Coated Grills	Delivery next week		
141225	28-02-22	Powder Coated Grills	Delivery next week		
141226	28-02-22	Glass Railing	Contact supplier		
141228	28-02-22	Panel Doors	Delivery next week	yes	
141238	01-03-22	GI U-Clamps	Delivered	yes	

12 MAR 2022

Certified by:
Sneha
K. Sneha
Asst. Engineer
MEHTA & [illegible] KOWKUR LLP