

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

Company:	Mehta&Modi Realty Kowkur LLP		Date:	19-03-2022		
Site:	Greenwood Heights		Prepared by:	K.Sneha		
Report From / To	13-03-2022 To 19-03-2022		Approved by:	A.Suresh		
Report Date	19-03-2022					
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.		
141233	01-03-2022	1	Modular kitchen	Estimate to be prepare.		
141234	01-03-2022	1	Modular kitchen	Estimate to be prepare.		
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		
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.		
141248	08-03-2022	1	Tan brown granite	Po no.86208 We will it from SSLLP By next week.		
141252	08-03-2022	1	Conceled tanks	Po no.86197 We will get it from SSLLP stores by Monday.		
141253	08-03-2022	1	Recron packets	Po No:86325 We will get it from SSLLP Stores by Monday.		
141263	09-03-2022	1-4	Powder coated grills	Po no:86320 Sup:SSLLP under fabrication.		
141264	09-03-2022	1-4	Powder coated grills	Po no:86321 Sup:SSLLP under fabrication.		
141269	11-03-2022	1-2	White led	Po no:86317 Sup:Praful Sanitary Stock not there in supplier.		
No. of gate passes issued this week:		02	From No.	3750-3750	To No. 10451-10451	
Delivery van site visit on:		14 th ,15 th ,16 th ,17 th ,19 th 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	374	PPC/PSC last weeks stock 250
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			K.Sneha		
Date	19-03-2022			19-03-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!



19 MAR 2022

