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

Company:	Modi Realty Mallapur LLP	Date:	30.04.2022
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	23.04.2022 to 29.04.2022	Approved by:	
Report Date	30.04.2022		

List of requisitions numbers missing in the report*: Req no :

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO
192980	21.03.22	01	Breath analyzer	Online purchase
193020	29.03.22	03	Open well submersible pump	Rates in negotiation
193074	11.04.22	1	MS Pipe	PO to be issued
193103	19.04.22	11 to 21	Fastner,hitech clamp,thread rod,etc	PO to be issued for part material
193111	23.04.22	18 to 24	HI tech clamps,GI U - clamps	PO to be issued for part material
193128	27.04.22	1 to 15	Electrical wires	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
187210	04.08.21	4	UPVC Windows	Work in progress
187211	04.08.21	1	UPVC Windows	Work in progress
192962	17.04.22	1	Sump water proofing	Work in progress
192963	17.03.2022	1	Sump Water proofing	Work in progress
192966	17.03.2022	2,3,4,5	26"x80" panel doors ,cylindrical locks ,hinges	Partly delivered
192871	22.02.22	2	Fire safety doors	Material to be Delivered (Measurements taken at site)
192872	22.02.22	2	Fire safety doors	Material to be Delivered (Measurements taken at site)
192873	22.02.22	1	Fire safety doors	Material to be Delivered (Measurements taken at site)
192987	22.03.2022	1	SS railing	Work in progress
192988	24.03.2022	1	SS balcony railing	Work in progress
193102	18.04.22	1 to 5	MS grills	No stock at SSLLP
193121	26.04.22	1 to 3	PVC rigid pipes ,PVC elbows	Material delivered on Monday
193046	06.04.22	1	Net working switch	Online purchase by sunil sir
193064	11.04.2022	1	Modular kitchen	Work in progress
193065	11.04.2022	1	Modular kitchen	Work in progress
193078	12.04.2022	3	UPVC Windows	Work in progress
193084	13.04.2022	5	UPVC Windows	Work in progress
193091	14.04.22	1	G.I cable tray	Supplier arranging material

193094	16.04.22	1 to 7	Panel doors	No stock at SSLLP
193099	18.04.22	8	Binding wire	Supplier not contacted
193092	15.04.2022	1	Ms pipe	Work in progress
193110	23.04.22	1 to 7	Panel doors	No stock at SSLLP
193117	26.04.22	1 to 10	Pvc material	No stock at SSLLP
193118	26.04.22	1 to 7	Panel doors	No stock at SSLLP
193119	26.04.22	1 to 7	Tan brown granite	Ready at SSLLP tomorrow will be delivered
193120	26.04.22	2,3	Roff chemical ,Araldilite	Partly delivered

No of gate passes issued this weak	From No.	3442	To No.	3442
Delivery van site visit on :	,23.04.22,26.04.22,28.0422			
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes			
Item not ordered but received : Nill				

Detail of steel & cement stock

SI 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	0.395	4.74	225	1066	
2.	10mm	0.617	7.41	Nill	Nill	
3.	12mm	0.888	10.6	Nill	Nill	
4.	16mm	1.580	18.9	300	5670	
5.	20mm	2.469	29.6	80	2368	
6.	25mm	3.86	46.32	6	278	
7.	32mm	66.67		Nil	Nil	
8.	Binding wire			Nil	Nil	

OPC stock	330	OPC last weeks stock	250	PPC/PSC stock	70	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Janaki	
Date		30/4/22	

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!