

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

Company:	Modi Realty Mallapur LLP	Date:	14.05.22
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	07.05.2022 to 13.05.2022	Approved by:	
Report Date	14.05.2022		

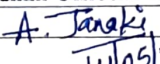
List of requisitions numbers missing in the report*: Req no :

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

Req No.	Req Date	serial no of item in Req	Item Description	Reason for not preparing PO/WO
192980	21.03.22	01	Breath analyzer	Online purchase
193133	29.04.22	1	Roots automatic machine (electrical)	Po to be issue
193161	05.05.22	1	RMC	Rates in negotiation
193162	05.05.22	1	RMC	Rates in negotiation
193163	05.05.22	1	RMC	Rates in negotiation
193164	05.05.22	1	RMC	Rates in negotiation
193167	06.05.22	1	Bullet fastener (pin type)	Po to be issue
193168	06.05.22	1	Thread rod ,C- channel	Po to be issue
193176	07.05.22	1 to 3	MS B-class pipe,MS T,MS elbow	Requisition send to MD approval
193191	09.05.22	1,2	Open submersible pump,starter	Po to be issue
193192	09.05.22	1	Solend valve with float switch	Po to be issue
193194	09.05.22	1	Pressure switch	Po to be issue
193195	09.05.22	5 to 9	Channel brackets ,GI clamps ,watchers	Po issue for part material
193200	09.05.22	1	3core cable wire (copper)	Po issue for part material

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
192900	28.02.22	1	False ceiling	Work in progress
192901	28.02.22	1	False ceiling	Work in progress
192962	17.03.22	1	Water proofing	Work in progress
192872	22.02.22	2	Fire safety doors	Partly delivered
192871	22.02.22	2	Fire safety doors	Partly delivered
193094	16.04.22	1 to 7	Panel doors	No stock at SLLP
193110	23.04.22	1 to 7	Panel door	No stock at SLLP
193118	26.04.22	1 to 7	Panel door	No stock at SLLP
193132	27.04.22	6 to 10	Metal boxes,distribution board	No stock at SLLP
193137	30.04.22	1,2,4	Pvc material	Partly delivered
193169	06.05.22	1,2,6	Roff chemical ,GP 2 cement ,	Partly delivered
193173	06.05.22	1	SS glass balcony railing	Work in progress

193171	07.05.22	1	Lappam patti	Material delivered by Monday			
193189	09.05.22	1 to 20	Pvc internal material	Material delivered by Monday			
193196	09.05.22	5 to 9	Channel brackets ,Gl clamps ,anchour bolts ,watchers	Part material delivered			
193195	10.04.22	1 to 4	CPVC pipe ,cupling, elbows.	Supplier arranging material			
193078	12.04.22	1 to 3	UPVC windows	No stock at supplier			
193094	16.04.22	1 to 7	Panel doors	No stock at SLLP			
No of gate passes issued this weak			From No.	3444	To No.	3444	
Delivery van site visit on :			10.05.22, 12.05.22.				
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	Nill	Nill		
2.	10mm	0.617	7.41	Nill	Nill		
3.	12mm	0.888	10.6	Nill	Nill		
4.	16mm	1.580	18.9	100	1890		
5.	20mm	2.469	29.6	30	888		
6.	25mm	3.86	46.32	3	139		
7.	32mm	66.67		Nil	Nil		
8.	Binding wire			Nil	Nil		
OPC stock	214	OPC last weeks stock	250	PPC/PSC stock	370	PPC/PSC last weeks stock	150
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date				14/05/22			

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