

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

Company:	Modi Realty Mallapur LLP	Date:	25.06.2022
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	18.06.2022 to 24.06.2022	Approved by:	
Report Date	25.06.2022		

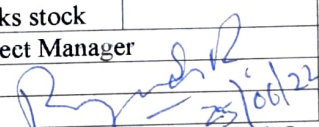
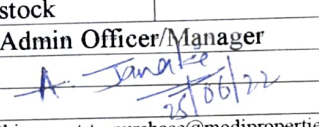
List of requisitions numbers missing in the report*: Req no : 193215,193241,193275,193318,193328,193348,193354,193356,

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
193341	15.06.22	1 to 4	Tan brown granite	Po to be issue
193342	18.06.22	1 to 6	PVC material	Po to be issue
193343	18.06.22	1 to 10	PVC material	Po to be issue
193344	18.06.22	1 to 9	PVC material	Requisition send to MD approval
193346	18.06.22	1 to 10	Channel brackets ,GI clamps ,anchour bolts	Requisition send to MD approval
193347	18.06.22	1 to 10	Channel brackets ,GI clamps ,anchour bolts	Requisition send to MD approval
193349	18.06.22	1,2	PVC rigid pipe,door bend	Po to be issue
193357	21.06.22	1 to 6	Luna DK,luna LT, malaysin brown Dk,LT	Requisition send to MD approval
193360	22.06.22	1 to 10	Cp wall mixture , cp bootle	Requisition send to MD approval
193361	22.06.22	1 to 4	Cp pillar cock & sanitary material	Requisition send to MD approval

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
192871	22.02.22	2	Fire safety doors	Supplier sent material by Monday
192133	29.04.22	1	Roots automatic cleaning machine	Advance payment to be paid to supplier
192900	28.02.22	1	False ceiling	Work under progress
193147	02.05.22	1 to 7	Roots cleaning brushes	Advance payment to be paid to supplier
193171	06.05.22	1	Luppam patti	Supplier didn't get po from purchase
193159	05.05.22	1,2	Tan brown granite	Today will be delivered
193204	11.05.22	1	Regal beige	Due to less stock at SLLP we take part material
193218	16.05.22	2	Pressure switch	Supplier didn't get po from purchase
193236	20.05.22	1,2	Tan brown granite	Today will be delivered
193245	20.05.22	1	Panel doors	we are collecting from SLLP on monday
193296	06.06.22	1,2	Coffe powder	Supplier not respond
193300	07.06.22	1	SS balcony railing	Work under progress
193315	11.06.22	2 to 10	PVC material	Stock at SLLP we need to arrange the vehicle
193319	13.06.22	1 to 10	Electrical wires	Delivery on Monday
193320	13.06.22	1 to 5	Electrical wires	Delivery on Monday
193334	15.06.22	1 to 9	PVC material	Stock at SLLP we need to arrange the vehicle

193336	13.06.22	1 to 10	Electrical wires	Stock at SSSLP we need to arrange the vehicle		
193338	16.06.22	1	6watts LED light	Part material delivered remaining Monday delivered		
193337	14.06.22	1	Tan brown granite	Granite cutting is pending we receive Monday		
193359	22.06.22	1 to 10	Electrical material	Stock at SSSLP we need to arrange the vehicle		
No of gate passes issued this week			From No.	9730	To No.	9731
Delivery van site visit on :			23.04.22, 26.04.22, 28.04.22			
Inward report (MRN/other) & stock report emailed in pdf format to purchase					Yes	
Item not ordered but received : Nill						
Detail of steel & cement stock						
SINO	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	50	237	
2.	10mm	0.617	7.41	20	148	
3.	12mm	0.888	10.6	20	212	
4.	16mm	1.580	18.9	15	283	
5.	20mm	2.469	29.6	10	296	
6.	25mm	3.86	46.32	10	463	
7.	32mm	66.67		Nil	Nil	
8.	Binding wire			-	100	
OPC stock	Nill	OPC last weeks stock	50	PPC/PSC stock	370	PPC/PSC last weeks stock 150
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	25/06/22			25/06/22		

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 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!