

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

Company:	Modi Realty Mallapur LLP	Date:	11.06.22		
Site:	Gulmohar Residency	Prepared by:	Basaveshwari		
Report From / To	6.06.22 to 10.6.22	Approved by:			
Report Date	11.06.22				
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	
193295	6.06.22	1	Visiting	Promotion to be follow up	
193277	31.05.22	1	MS pipe	Po to be issue	
193283	3.06.22	1	Safety net ms stand	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	
192871	22.02.22	2	Fire safety doors(double shutter)	Partly delivered.	
193113	23.04.22	4 to 7	Granite	Partly delivered.	
193110	23.04.22	2,8	Panell doors	Partly delivered	
193171	6.05.22	1	Luppam patti	Po not send from purchase to supplier	
193176	7.05.22	2,3	MS T, MS elbows	Partly delivered.	
193221	17.05.22	1	Fox tales trees	Monday will be delivered.	
193218	16.05.22	1 to 4	Electrical material Panel	Delay due to drawings are not approval	
193305	8.06.22	1 to 24	PVC material	Monday will be delivered.	
193304	8.06.22	1 to 6	Electrical material	Tuesday will be delivered	
193303	8.06.22	1	Ply wood	Monday will be delivered.	
193296	6.06.22	1,2	Cofee powder,lemon tea	Supplier not respond	
193297	7.06.22	1 to 5	Main door beading	No stock at SSLLP	
193287	6.06.22	1 to 5	Main door beading	No stock at SSLLP	
193288	6.06.22	1 to 8	Tan brown granite	Monday will be delivered.	
193289	6.06.22	1 to 10	Electrical material	Partly delivered.	
193293	6.06.22	1 to 11	General material	Partly delivered.	
193294	6.06.22	10	General material	Partly delivered	
193262	24.05.22	1 to 7	Tan brown granite	Monday will be delivered.	
193265	24.05.22	1,2	Tan brown granite	Partly delivered	
193268	24.05.22	1 to 22	Pvc matrial	Partly delivered.	
193285	6.06.22	1 to 6	General material	Partly delivered.	
No of gate passes issued this weak		From No.	9727	To No.	9728
Delivery van site visit on :		7.06.22 9.06.22 ,11.06.22			
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	109	516		
2.	10mm	0.617	7.41	355	2,630		
3.	12mm	0.888	10.66	172	1833		
4.	16mm	1.580	18.9	Nill	Nill		
5.	20mm	2.469	29.6	Nill	Nill		
6.	25mm	3.86	46.32	50	2,316		
7.	32mm	66.67		Nill	Nill		
8.	Binding wire			Nill	Nill		
OPC stock	50	OPC last weeks stock	90	PPC/PSC stock	NILL	PPC/PSC last weeks stock	18
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date							

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