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

Company:	Modi Realty Mallapur LLP	Date:	28.05.22
Site:	Gulmohar Residency	Prepared by:	Rajesh
Report From / To	22.05.2022 to 28.05.2022	Approved by:	
Report Date	28.05.2022		

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 iteam in Req	Item Description	Reason for not preparing PO/WO
193133	29.04.22	1	Roots autommatic mechine (electrical)	Po to be issue
193177	09.05.2	1	Canon zoom lens camera	Local purchase
193243	20.05.22	1 to 15	Electrical wires	Po to be issue
193244	20.05.22	1 to 16	Electrical wires	Po to be issue
193248	20.05.22	1	Sal wood beading	Po to be issue
193259	23.05.22	1 to 11	PVC material	Po to be issue
193241	19.05.22	1	GI earth patti	Requistion send to md approval
193262	24.05.22	1 to 7	Tan brown granite	Requistion send to md approval
193221	17.05.22	1	Fox tale trees	Requistion send to md approval

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:193215

	Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
	192872	22.02.22	2	Fire safety doors	Partly delivered
	192871	22.02.22	2	Fire safety doors	Partly delivered
No	193094	16.04.22	1 to 7	Panel doors	No stock at SSLLP
	193110	23.04.22	1 to 7	Panel doors	No stock at SSLLP
	193118	26.04.22	1 to 7	Panel doors	No stock at SSLLP
Came	193132	27.04.22	6 to 10	Metal boxes,distribution board	No stock at SSLLP
	193173	06.05.22	1	SS glass balcony railing	Work in progress
No	193171	07.05.22	1	Lappam patti	Partly delivered .
No	193176	07.05.22	2,3	MS elbows	Partly delivered
Came	193178	07.05.22	1	Asbestos cement sheets	Wedness day will be delivered
No	193195	09.05.22	5 to 10	Cpvc material	Partly delivered
Came	193200	09.05.22	1	3core cable wire (copper)	Partly delivered
Came	193209	13.05.22	1 to 5	Templates	No stock at SSLLP
No	193217	16.05.22	1to 5	Door beadings	Partly delivered
Came	193220	17.05.22	1 to 3	Spray paints	Tuesday will be delivered
	193223	18.05.22	1 to 5	Panel doors	No stock at SSLLP
Came	193222	17.05.22	1 to 8	PVC materila	No stock at SSLLP
Came	193227	18.05.22	1	Roff stone tile adhesive	Partly delivered
	193229	18.05.22	1 to 6	Pvc material	no stock at SSLLP

193236	20.05.22	1 to 5	Tan brown granite	No stock at SSLLP
193242	19.05.22	1	Cement blocks	Partly delivered
193245	20.05.22	1to 6	Panel doors	No sock at SSLLP
193261	23.05.22	1to 6	Panel doors	No stock at SSLLP

No of gate passes issued this weak		From No.	3449	To No.	3450
Delivery van site visit on :	24.05.22,26.05.22,28.05.22				
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	10	189	
5.	20mm	2.469	29.6	20	592	
6.	25mm	3.86	46.32	Nill	Nill	
7.	32mm	66.67		Nil	Nil	
8.	Binding wire			Nil	Nil	

OPC stock	80	OPC last weeks stock	250	PPC/PSC stock	150	PPC/PSC last weeks stock	150

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

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!