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

Company:	Modi Realty Mallapur LLP	Date:	21.05.22
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	15.05.2022 to 20.05.2022	Approved by:	
Report Date	21.05.2022		

List of requisitions numbers missing in the report': Req no : 193215,193216,193217,193218,

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
193074	11.04.22	1	MS pipe (B-class) 300 dia	Rates under
193092	15.04.22	1	MS pipe (B-class)200 dia	Po to be issue
193177	09.05.2	1	Canon zoom lens camera	Local purchase
193221	17.05.22	1	Fox tlae trees	Requisition send to MD approval
193224	18.05.22	1 to 12	Electrical wires	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
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 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
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
193171	07.05.22	1	Lappam patti	Partly delivered .
193178	07.05.22	1	Asbestos cement sheets	Wedness day will be delivered
193189	09.05.22	4,6,5	Pvc material	Partly deliverd
193195	09.05.22	1 to 4	CPVC material	Suplier arranging material
193200	09.05.22	1	3core cable wire (copper)	Partly delivered
193209	13.05.22	1 to 5	Templates	No stock at SSLLP
193220	17.05.22	1 to 3	Spray paints	Tuesday will be delivered
193223	18.05.22	1	Roff stone tile adhesive	No stock at SSLLP
193222	17.05.22	1 to 8	PVC materila	No stock at SSLLP
193227	18.05.22	1	Roff stone tile adhesive	Partly delivered
193229	18.05.22	1 to 6	Pvc material	no stock at SSLLP

No of gate passes issued this weak		From No.	3445	To No.	3448
Delivery van site visit on :	17.05.22,19.05.22,20.05.22				
Inward report (MRN/other) &stock report emailed in pdf format to purchase				Yes	

Item not ordered but received : Nill

Detail of steel & cement stock

Sl 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	20	378	
5.	20mm	2.469	29.6	40	1184	
6.	25mm	3.86	46.32	5	231	
7.	32mm	66.67		Nil	Nil	
8.	Binding wire			Nil	Nil	

OPC stock	180	OPC last weeks stock	250	PPC/PSC stock	250	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Janaki	
Date		21/05/22.	

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