

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

Company:	Modi Realty Mallapur LLP	Date:	2.07.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	27.06.22 to 1.07.22	Approved by:	
Report Date	2.07.22		

List of requisitions numbers missing in the report*: Req no : 193275,193318,193356,193389,193391,193390,193215,193328

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 cards	Promotion to follow up
193346	18.06.22	1 to 10	Channel bracket, Anchor bolt	Po to be issue.
193381	25.06.22	1 to 6	General material	Po to be issue.
193383	25.06.22	1 to 8	CPVC material	Po to be issue.
193384	25.06.22	1 to 10	CPVC material	Po to be issue.
193386	25.06.22	1 to 10	PVC material	Po to be issue.
193387	25.06.22	1 to 7	PVC material	Po to be issue.
193392	28.06.22	1 to 10	Electrical wires	Po to be issue.
193393	28.06.22	1 to 5	Electrical material	Po to be issue.
193395	28.06.22	1,2	Door beading	Po to be issue.
193396	28.06.22	1,2,3	MS angle, MS flat, Anchor bolt	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
193159	5.05.22	1,2	Tan brown granite	No stock at SSLLP
193300	7.06.22	1	Glass balcony railing	Work in progress
193218	16.05.22	2	Pressure switch	Supplier did not get PO from purchase.
193331	20.06.22	1,2,8,9	Electrical wires	No stock at SSLLP
193336	13.06.22	1 to 10	Electrical wires	Po sent to be MD approval.
193337	14.06.22	1	Tan brown granite	No stock at SSLLP
193361	22.06.22	1	Cp-pillar cock	No stock at SSLLP
193365	24.06.22	1	Tan brown granite	No stock at SSLLP
193366	22.06.22	1	Tan brown granite	No stock at SSLLP
193368	22.06.22	1	Panel door	No stock at SSLLP
193374	22.06.22	1 to 10	Electrical wires	Po sent to be MD approval
193376	22.06.22	1 to 10	Electrical wires	Po sent to be MD approval
193377	22.06.22	1 to 10	Electrical wires	Po sent to be MD approval
193379	23.06.22	1	Roff stone tile adhesive	No stock at SSLLP

No of gate passes issued this weak

From No.

9730

To No.

9732

Delivery van site visit on :

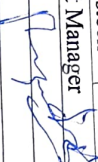
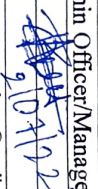
28.06.22 30.06.22 ,2.07.22

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	80	379		
2.	10mm	0.617	7.41	200	1,482		
3.	12mm	0.888	10.6	NILL	NILL		
4.	16mm	1.580	18.9	40	756		
5.	20mm	2.469	29.6	NILL	NILL		
6.	25mm	3.86	46.32	NILL	NILL		
7.	32mm	66.67		NILL	50		
8.	Binding wire						
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	144	PPC/PSC last weeks stock	370
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@modiproperities.com, ashaiva@modiproperities.com and raikumar@modiproperities.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!