

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

Company:	Modi Realty Mallapur LLP	Date:	9.07.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	4.07.22 to 8.07.22	Approved by:	
Report Date	9.07.22		

List of requisitions numbers missing in the report*: Req no : 193215,193275, 193318,193356,193389,193390, 193426,193430

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.	El
193392	28.06.22	1 to 10	Electrical wires	Po to be issue.	
193428	2.07.22	1	MS z angle templates	Po to be issue.	
193429	2.07.22	1,2	PVC u profile ,PVC false ceiling	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	Ready with supplier we arranging vehicle.
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.
193361	22.06.22	1	Cp-pillar cock	No stock at SSLLP.
193366	22.06.22	1	Tan brown granite	Ready with supplier we arranging vehicle.
193368	22.06.22	1	Panel door	Ready with supplier we arranging vehicle.
193374	22.06.22	1 to 10	Electrical wires	No stock at SSLLP.
193376	22.06.22	1 ,5,7,8,9	Electrical wires	No stock at SSLLP.
193398	29.06.22	1	False ceiling	Work in progress.
193399	29.06.22	1	False ceiling	Work in progress.
193400	29.06.22	1 to 6	Panel doors	Ready with supplier we arranging vehicle.
193406	30.06.22	1	False ceiling	Work in progress.
193407	30.06.22	1	False ceiling	Work in progress.
193414	1.07.22	4,7	Pillar cock, short body	No stock at SSLLP.
193433	6.07.22	1	False ceiling	Partly material will be received.

No of gate passes issued this weak

From No.

9733

To No.

9735

Delivery van site visit on :

5.07.22, 7.07.22, 9.07.22

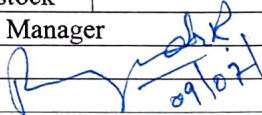
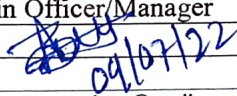
Inward report (MRN/other) & stock report emailed in pdf format to purchase

Yes

Item not ordered but received : Nill

Detail of steel & cement stock

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	102	483	
2.	10mm	0.617	7.41	NILL	NILL	
3.	12mm	0.888	10.6	218	2,323	

4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	39	1154	
6.	25mm	3.86	46.32	48	2,223	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				125	
OPC stock	0	OPC last weeks stock	0	PPC/PSC ' stock	38	PPC/PSC last weeks stock 144
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	09/07/22			09/07/22		

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