

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

Company:	Modi Realty Mallapur LLP	Date:	16.07.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	11.07.22 to 15.07.22	Approved by:	
Report Date	16.07.22		

List of requisitions numbers missing in the report*: Req no : 193215,193275, 193318,193356,193389,193390, 193426, 193459

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
193437	7.07.22	1 to 4	UPVC window	Po to be issue.
193454	12.07.22	1,2	UPVC ventilator,UPVC window	Po to be issue.
193455	12.07.22	1 to 5	MS grills	Po to be issue.
193456	12.07.22	1 to 5	MS grills	Po to be issue.
193457	12.07.22	1 to 4	MS grills	Po to be issue.
193458	12.07.22	1 to 4	MS grills	Po to be issue.
193465	13.07.22	1 to 10	Plumbing material	Po to be issue.
193467	13.07.22	1 to 10	Plumbing material	Po to be issue.
193470	13.07.22	1 to 10	Plumbing material	Po to be issue.
193471	13.07.22	1 to 10	Plumbing material	Po to be issue.
193472	13.07.22	1 to 7	CPVC material	Po to be issue.
193473	13.07.22	1 to 7	CPVC material	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.
193204	11.05.22	1	Tiles real beige	No stock at SLLP.
193250	20.05.22	1	Tiles real beige	No stock at SLLP.
193300	7.06.22	1	Glass balcony railing	Work in progress.
193218	16.05.22	2	Pressure switch	Ready with supplier we arranging vehicle.
193366	22.06.22	1	Tan brown granite	Ready with supplier we arranging vehicle.
193392	28.06.22	1 to 10	Electrical wires	Less stock with SLLP(Monday will be delivered.)
193398	29.06.22	1	False ceiling	Work in progress.
193399	29.06.22	1	False ceiling	Work in progress.
193406	30.06.22	1	False ceiling	Work in progress.
193407	30.06.22	1	False ceiling	Work in progress.
193414	1.07.22	9	short body	No stock at SLLP.
193418	1.07.22	1	Tan brown granite	Ready with supplier we arranging vehicle.
193428	2.07.22	1	MS z angle templates	No stock at SLLP.
193433	6.07.22	1	False ceiling	Partly material will be received.
193440	8.07.22	1	Tiles carrara	No stock SLLP
193442	8.07.22	9	short body	No stock SLLP

193445	9.07.22	1 to 10	Electrical wires	Less stock with SSLLP(Monday will be delivered.)			
193447	11.07.22	2	Tiles carrara	No stock SSLLP			
193451	11.07.22	1,2	Luna LT, Luna DK	No stock SSLLP			
193463	13.07.22	1	Tan brown granite	Ready with supplier we arranging vehicle.			
No of gate passes issued this weak				From No.	-	To No.	-
Delivery van site visit on :			12.07.22,14.07.22,16.07.22				
Inward report (MRN/other) &stock report emailed in pdf format to purchase					Yes		
Item not ordered but received : Nill							

Detail of steel & cement stock

SINO	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	51	242	
2.	10mm	0.617	7.41	NILL	NILL	
3.	12mm	0.888	10.6	109	1,155	
4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	20	592	
6.	25mm	3.86	46.32	24	1,112	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				50	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	0	PPC/PSC last weeks stock 38
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, ashaiya@modiproperties.com and rajakumari@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. \$ 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!