

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

Company:	Modi properties private limited	Date:	30.07.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	23.07.2022 Saturday to 29.07.2022 Friday	Approved by:	
Report Date	30.07.2022 Saturday		

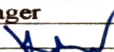
List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Req.Item quantity	Item Description	Reason for not preparing PO/WO#
178620	27.06.2022	1-2	Timer L&T 32 amp	PO to be issued
178643	09-07-2022	1-2	CCTV Cameras	PO to be issued
178651	14.07.2022	1	Wire-PVC Coated	PO to be issued
178658	16.07.2022	1-2	Book sheves with glass shutter	PO to be issued
178660	19.07.2022	1	CCTV Cameras	PO to be issued
178662	20.07.2022	1-10	Copper wire- Yellow	PO to be issued
178670	22.07.2022	1	Timer L&T 32 amp	PO to be issued

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
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178467	29.07.2022	1	Ice cream freezer	Supplier asking payment
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week
178479	05.04.2022	5	Grills	Partly material received .no stock at sslp .
178512	16.04.2022	1	Glass partition	Next week delivery .
178544	04.05.2022	2	Vinyl flooring	Material recived but installation to be pending
178547	06.05.2022	1	Wood dark tiles	No stock at sslp
178551	09.05.2022	1 to 8	Tiles dark wood	Next week delivery .
178654	16.07.2022	1	Square Manhole	Monday to be delivery .
178558	14.07.2022	1	Multistand wire	Part material delivered,remaining material balance
178568	25.05.2022	1	Kitchen unit	Material under production by KBD
178578	31.05.2022	1 to 9	Panel doors	Next week delivery
178594	11.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material Not available at supplier will be delivered next week.
178606	15-06-2022	2,3,5&6	CPVC	Part material delivered, remaining material Not available at supplier will be delivered next week.
178608	21.06.2022	1	Peripherals- Router	No stock in SSSLP
178616	30-6-2022	3	Crema marfil	No stock
178617	24.06.2022	1,3,4,7,8	Malaysian Brown DK	Part material delivered, remaining material Not available at supplier will be delivered next week.
178618	24.06.2022	1-9	Blanco white	Part material delivered, remaining material Not available at supplier will be delivered nexweek.

178622	27.06.2022	1	Windows	Next week delivery			
178633	06-07-2022	1	False ceiling -Gypsum	Next week delivery .			
178634	06-07-2022	1	PVC False ceiling -Wenge	Wrong PO to be issued			
x							
178647	13-07-2022	1	Tan brown Granite	Next week delivery .			
178652	15.07.2022	1-3	SS Screws	Next week delivery			
178653	16.07.2022	1-9	Books collection	Part material delivered			
178657	16.07.2022	1	Study Tables	Pick up from SLLP			
178659	16.07.2022	1	Nilkamal Novella07	Next week delivery			
178661	19.07.2022	1	Tan brown Granite	Next week delivery			
178666	20.07.2022	1	Spring wire	Next week delivery			
178671	23.07.2022	1-2	Internal door .				
No. of gate passes issued this week:			02	Sheet No.	4053	And	4055
Delivery van site visit on:			25.07.2022 , 27.07.2022 , 29.07.2022.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
Items not ordered but received:- NIL							
Other corrections & remarks:- NIL							
Details 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	-	-	-	-	-	
2.	10mm	-	-	-	-	-	
3.	12mm	-	-	-	-	-	
4.	16mm	-	-	-	-	-	
5.	20mm	-	-	-	-	-	
6.	25mm	-	-	-	-	-	
7.	32mm	-	-	-	-	-	
8.	Binding wire	-	-	-	-	nil	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	271
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		30.07.2022		30.07.2022		30.07.2022	

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