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

Company:	Modi Realty Mallapur LLP	Date:	30.07.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	25.07..22	Approved by:	
Report Date	30.07.22		

List of requisitions numbers missing in the report*: Req no : 193215,193275, 193318,193356,193493

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
193295	6.06.22	1	Visiting cards	Promotion to follow up
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.
193479	14.07.22	1 to10	Electrical wires	Po to be issue.
193485	18.07.22	1 to 10	Electrical wires	Po to be issue.
193496	20.07.22	1	Camera --cannon	Local purchase.
193498	20.07.22	1 to 8	sports material (duck spring rider,pony spring riser, etc..)	Po to be issue.
193504	21.07.22	1 to 5	Ms grills	Po to be issue.
193505	21.07.22	1 to 4	Ms grills	Po to be issue.
193508	23.07.22	6	Electrical copper wire	Partly received PO.
193515	25.07.22	10	CCTV cameras	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
193204	11.05.22	1	Tiles regal beige	No stock at SLLP.
193250	20.05.22	1	Tiles regal beige	No stock at SSLLP.
193300	7.06.22	1	Glass balcony railing	Work in progress.
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 SSLLP
193428	2.07.22	1	MS z angle templates	No stock at SSLLP.
193437	07.07.22	1 to4	UPVC windows	Ready with supplier we arranging vehicle.
193440	8.07.22	1	Tiles carrara	No stock SSLLP
193442	8.07.22	9	short body	No stock SSLLP
193447	11.07.22	2	Tiles carrara	No stock SSLLP
193448	11.07.22	1 to 6	Tiles(Ceramic , metal nitco black berry,regal beige)	No stock SSLLP
193451	11.07.22	1,2	Luna LT, Luna DK	No stock SSLLP
193452	11.07.22	1 to 4	Tiles(metal nitico,malaysian,brown DK,LT,HL)	No stock SSLLP

.93454	12.07.22	1to 2	UPVC ventilator	Work in progress
193461	12.07.22	8	Short	No stock SSLLP
193463	13.07.22	1	Tan brown granite	Ready with supplier we arranging vehicle.
193464	15.07.22	1,2	Roff stone tile adhesive,araldite	Partly delivered.
193469	13.07.22	1	Tan brown granite	Ready with supplier we arranging vehicle.
193470	13.07.22	3	Plumbing GI pipe -b class	Monday will be delivered.
193471	13.07.22	3	Plumbing GI pipe -b class	Monday will be delivered.

No of gate passes issued this weak	From No.	9736	To No.	9737
Delivery van site visit on :	26.07.22,28.07.22,30.07.22			
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	327	1550	
2.	10mm	0.617	7.41	NILL	NILL	
3.	12mm	0.888	10.6	765	8109	
4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	69	2030	
6.	25mm	3.86	46.32	NILL	NILL	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				50	

OPC stock	250	OPC last weeks stock	0	PPC/PSC stock	71	PPC/PSC last weeks stock	0

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 rajkumarn@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!