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

Company:	Modi Realty Mallapur LLP	Date:	20.08.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	15.08.22	Approved by:	
Report Date	20.08.22		

List of requisitions numbers missing in the report*: Req no:193275,193594, 193595 ,193596,193597,193643,

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
193496	20.07.22	1	Camera --cannon	Local purchase.
193562	2.08.22	1	Micro sd card	Requisition send with MD approval.
193564	2.08.22	1	Copper wire	Po to be issue.
193573	4.08.22	1 to 10	Plumbing material	Requisition send with MD approval.
193600	6.08.22	1 to 7	Safety material	Po to be issue.
193607	8.08.22	1 to 10	Electrical wire	Po to be issue.
193626	11.08.22	1,2	Toffees,lollipop	Promotion to follow up
193627	11.08.22	1,2	Visiting cards, ID cards	Promotion to follow up.
193644	13.08.22	1 to 10	Cp material	Po to be issue.
193649	16.0822	1 ,2,3	Plumbing material	Po to be issue.
193656	16.08.22	1,2	Armored cable,cable tray	Po to be issue.
193658	16.08.22	1	Tandoor rough stone	Po to be issue.
193667	17.08.22	1 to 10	Cp 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
193215	14.05.22	1 to 4	Ms pressure gauge ,ms nipple ,brass bush,ball valve	Supplier arranging material.
193250	20.05.22	1	Tiles real beige	No stock at ssllp
193300	7.06.22	1	Glass balcony railing	Part work has been done.
193356	20.06.22	1	Pvc plain bend	Partly 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	Glass balcony railing	Site is not ready
193407	30.06.22	1	False ceiling	Work in progress.
193428	2.07.22	1	MS z angle templates	Monday will be delivered.
193454	12.07.22	1to 2	UPVC ventilator	Work in progress.
193461	12.07.22	8	Short body	No stock SSLLP.
193467	13.07.22	1 to10	Plumbing material	Partly received po
193481	16.07.22	1	Ss number plate	Tuesday will be delivered.
193485	18.07.22	1,2,6,10	Electrical wires	Partly delivered.
193498	20.07.22	1 to 8	Sports material	Supplier not responding.

193504	21.07.22	1 to 5	Ms grills	No stock SSLLP
193505	21.07.22	1 to 4	Ms grills	No stock SSLLP
193508	23.07.22	6	Copper wire	Partly received po.
193513	25.07.22	1 to8	Panel door	Partly material we received.
193529	27.07.22	1	MS round pipe B-class	Partly delivered.
193530	27.07.22	7	Cp material	Monday will be delivered
193532	28.07.22	1 to 5	UPVC sliding with mesh,UPVC ventilator ,UPVC french door	Under fabrication
193541	29.07.22	1	Inter locking pavers	Partly material received.
193543	30.07.22	1	SS plate	Tuesday will be delivered.
193545	30.07.22	2	Ss screws	No stock SSLLP.
193552	1.08.22	1 to 3	Pvc material	Monday will be delivered.
193563	2.08.22	1	Electrical material	Ready with supplier we arranging vehicle.
193565	3.08.22	1 to 5	Hard ware material	Today will be delivered.
193569	3.08.22	1,5	Cp material	Monday will be delivered.
193570	3.08.22	1 to 3	Hard ware material	Ready with supplier we arranging vehicle.
193571	4.08.22	1 to 10	Plumbing and hardware material	Partly received po.
193572	4.08.22	1 to 4	Hard ware material	Monday will be delivered.
193583	4.08.22	1	Glass balcony railing	Work in progress.
193588	5.08.22	2	Ss screws	No stock at SSLLP.
193606	8.08.22	1 to 9	Hardware material	Tuesday will be delivered.
193608	8.08.22	1 to 5	Electrical material	Tuesday will be delivered.
193613	9.08.22	1 to 9	Plants	Supplier not responding
193616	10.08.22	1	Glass balcony railing	Work in progress.
193622	11.08.22	1	MS flat	Supplier arranging material.
193624	11.08.22	1,2	Ms round pipe	Supplier arranging material.
193630	11.08.22	1	Pvc plain bend	No stock SSLLP.
193631	11.08.22	4	Pvc single -y	No stock SSLLP.
193635	11.08.22	1 to 5	Hard ware material	Monday will be delivered.
193636	11.08.22	1 to 5	Electrical material	Monday will be delivered.
193639	12.08.22	1	Cement fibre broad	Supplier arranging this material
193645	13.08.22	1 to 10	Cp material	Monday will be delivered.
193647	16.08.22	1 to 3	Plumbing material	Monday will be delivered.
193650	16.08.22	1	Concealed flush tank	Tuesday will be delivered.
193651	16.08.22	1 to 10	Electrical material	Monday will be delivered.
193652	16.08.22	1 to 9	Electrical material	Tuesday will be delivered.
193653	16.08.22	1 to 10	Electrical material	Tuesday will be delivered.
193654	16.08.22	1 to 5	Plumbing material	Ready with supplier we arranging vehicle.
193664	17.08.22	1,2	Granite,araldite	Ready with supplier we arranging vehicle.
193666	17.08.22	1 to 10	Cp material	Monday will be delivered.

193666	17.08.22	1 to 10	Cp material	Monday will be delivered.		
No of gate passes issued this weak			From No.	9740	To No.	9741
Delivery van site visit on :		16.08.22, 18.08.22, 20.08.22				
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	100	474	
2.	10mm	0.617	7.41	20	148	
3.	12mm	0.888	10.6	50	530	
4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	5	148	
6.	25mm	3.86	46.32	40	1852	
7.	32mm	66.67		10	660	
8.	Binding wire				Nill	

OPC stock	260	OPC last weeks stock	10	PPC/PSC stock	150	PPC/PSC last weeks stock	0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		[signature]	
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 DC's / 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!

T. Raheel

APPROVED BY
22 AUG 2022
M. RAM PRASAD. (G.M.R.)
Project Manager

For ramprasad sir