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

Company:	Modi Realty Mallapur LLP	Date:	16.09.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	12.09.22	Approved by:	
Report Date	16.09.22		

List of requisitions numbers missing in the report*: Req no: 193772,193803,

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
193692	19.08.22	1to 10	Panel doors	Estimate to be prepare.
193694	19.08.22	1	Tan brown granite	Requisition sent with MD approval.
193769	5.09.22	1	Fire steel door	Po to be issue.
193771	5.09.22	1,2	UPVC windows	Po to be issue.
193788	9.09.22	1 to 10	Electrical wires	Estimate to be prepare.
193790	9.09.22	1	Steel glass balcony railing	Po to be issue.
193795	9.09.22	1 to 4	UPVC windows	Estimate to be prepare.
193797	9.09.22	1 to 4	UPVC windows	Comparison sent to MD approval.
193798	9.09.22	1 to 4	MS grills	Po to be issue.
193801	9.09.22	1 to 5	UPVC windows	Comparison sent to MD approval.
193802	9.09.22	1 to 10	Electrical wires	Po to issue.
193804	9.09.22	1	Ties Ispira -Grigio serena	Po to be issue.
193827	12.09.22	1,2,3	Drilling machine rod cutting machine ,cutting blade	Estimate to be prepare.
193829	12.09.22	1	False ceiling	Po to be issue.
193830	12.09.22	1 to 10	Tiles	Po to be issue.
193831	13.09.22	1 to 10	Panel doors &beading	Po to be issue.
193832	13.09.22	1,2,3	Araldite,roff chemical,roff bonding agent	Po to be issue.
193834	13.09.22	1,2	Tiles	Po to be issue.
193835	13.09.22	1	Red oxide primer	Po to be issue.
193836	13.09.22	1	Vitrified nitco tagus	Requisition sent with MD approval.
193840	14.09.22	1 to 8	CPVC material	Requisition sent with MD approval.
193839	14.09.22	1 to 10	Plumbing material	Requisition sent with MD approval.
193843	14.09.22	1 to 10	Plumbing material	Po to be issue.
193844	14.09.22	1 to 6	CPVC material	Po to be issue.
193846	14.09.22	1,2	CP Extension nipple	Requisition sent with MD approval.

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
193505	21.07.22	1,4	Ms grills	No stock at SSLLP.
193563	2.08.22	1	Guard alert siren	Thursday will be delivered.
193595	6.08.22	6.08.22	Plumbing material	Tuesday will be delivered.

193606	8.08.22	1 to 10	Hardware material	Tomorrow will be delivered.
193621	10.08.22	2,4,6	Panel doors ,ss hinges, & door stopper	No stock at SSLLP.
193639	12.08.22	1	Cement fiber board	Work in progress.
193644	13.08.22	1 to 10	Cp material	Monday will be delivered.
193699	20.08.22	1 to 10	Pvc material	Tuesday will be delivered.
193728	24.08.22	1 to 4	UPVC windows	Under fabrication.
193770	5.09.22	1 to 10	Hardware material	Tomorrow will be delivered.
193773	6.09.22	1 ,2,3	MS grills	No stock at SSLLP.
193779	5.09.22	1 to 10	Cpvc material	Monday will be delivered.
193784	7.09.22	1	Tan brown granite	No stock at SSLLP.
193789	9.09.22	1 to 6	Electrical material	Today will be delivered.
193792	9.09.22	1 to 10	Panel doors &beading	No stock at SSLLP.
193794	9.09.22	1 to 10	Electrical material	Tuesday will be delivered.
193809	10.09.22	1 to 10	Cpvc material	Monday will be delivered.
193817	10.09.22	1 to 6	Plumbing material	Monday will be delivered.
193818	10.09.22	1 to 10	Cpvc material	Monday will be delivered.
193820	10.09.22	1 to 10	Hardware material	Today will be delivered.
193821	10.09.22	1	Tan brown granite	No stock at SSLLP.
193826	12.09.22	1 to 10	Cp material	Monday will be delivered.
193828	12.09.22	1	Texture-Scaratch plaster	Supplier not responding.

No of gate passes issued this weak		From No.	9745	To No.	9746
Delivery van site visit on :	13.09.22,15.09.22,17.09.22				
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	-	NILL		
2.	10mm	0.617	7.41	-	NILL		
3.	12mm	0.888	10.6	-	NILL		
4.	16mm	1.580	18.9	NILL	NILL		
5.	20mm	2.469	29.6	5	148		
6.	25mm	3.86	46.32	5	231		
7.	32mm	66.67		NILL	NILL		
8.	Binding wire				NILL		
					NILL		
OPC stock	210	OPC last weeks stock	75	PPC/PSC stock	110	PPC/PSC last weeks stock	25
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!