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

Company:	Modi Realty Miryalguda LLP	Date:	26-09-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	20-09-22 to 26-09-2022	Approved by:	
Report Date	26-09-2022		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO

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
165664	26-05-22	2	Garbage Bin	No stock in supplies
165688	06-07-22	2	MS Grill	Powder coating not done,
165701	02-08-22	1	Guard siren	this week they will deliver.
165705	17-08-22	1 to 6	MS Railing	Under the fabrication
165710	22-08-22	4 & 10	Cp items	this week they will deliver.
165712	22-08-22	7 & 9	Cp items	this week they will deliver.
165714	22-08-22	9	Cp items	this week they will deliver.
165721	03-09-22	1 to 09	Stationery items	this week they will deliver.
165724	09-09-22	7 &9	CP Items	this week they will deliver.
165726	09-09-22	1 to 9	CP Items	this week they will deliver.
165729	13-09-22	1	Plywood for display	this week they will deliver.
165731	17-09-22	1	Tandoor stone	Next week they will deliver.
165732	17-09-22	1 to 4	Grass & plants	Next week they will deliver.
165733	20-09-22	1 to 2	Paint items	this week they will deliver.
165734	20-09-22	1	CPVC pipe	this week they will deliver.
165735	20-09-22	1 to 2	Eco drain items	this week they will deliver.

No. of gate passes issued this week:	Have	From No.	9931	To No.	9933
Delivery van last site visit on:	16-09-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	15496	To No.	15516	

Items not ordered but received:

Other corrections & remarks: .

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 tons	Previous weeks stock in tons
1.	8mm	00	00	0.00	0.00	0.00
2.	10mm	00	00	0.00	0.00	0.00
3.	12mm	00	00	0.00	0.00	0.00
4.	16mm	00	00	0.00	0.00	0.00
5.	20mm	00	00	0.00	0.00	0.00
6.	25mm	00	00	0.00	0.00	0.00
7.	32mm	00	00	0.00	0.00	0.00
8.	Binding wire	-		0.00	0.00	0.00
				0.00	0.00	0.00

OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	80	PPC/PSC last week's stock	89

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 rajkumar@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!