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

Company:	Modi Realty Mallapur LLP	Date:	24.09.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	17.09.22	Approved by:	
Report Date	24.09.22		

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

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
193852	15.09.22	1	MS square pipe	Po to be issue
193769	05.09.22	1	Fire steel door (single shutter)	Quotation to be receive from procument
193798	09.09.22	1 to 4	MS grills	Estimation send to MD
193795	09.09.22	1 to 4	UPVC windows	Comparison send to MD approval
193790	09.09.22	1	Glass railing	Estimation send to MD
193840	14.09.22	1 to 8	Plumbing material	Po to be issue
193839	14.09.22	1 to 10	Plumbing material	Po tobe issue
193800	12.09.22	1 to 4	UPVC sliding window	Comparision send to md
193853	15.09.22	1	MS square pipe	Po to be issue
193863	15.09.22	1 to 5	MS square pipe	Po to be issue
193889	21.09.22	1	Cement fiber board	Requisition send md approval
193885	21.09.22	1 to 3	Electrical wires	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
193510	25.07.22	1	Nitco country almond	No stock
193563	02.08.22	1	Guard alert siren	Supplier not respond
193607	08.08.22	1 to 10	Electrical wires	Monday will be delivered
193606	08.08.22	1 to 10	Channel brackets ,G.I u-clamps,nut washer	Today will be delivered
193728	24.08.22	1 to 4	UPVC sliding windows	Work in progress
193761	02.09.22	1,2	Tagus tiles	No sotck
193773	06.09.22	1 to 3	MS grills	No stock
193789	09.09.22	1 to 6	Flexible pipe ,spring wire,axial cable	Tuesday wiil be delivered
193799	09.09.22	1	Cement fiber board	Work in progress
193793	09.09.22	1 to 10	Electrical madule plate,socket ,switches	No stock at SSLLP
193803	09.09.22	1	Tan brown granite	No stock at SOV
193796	09.09.22	1 to 3	Electrical wires (118sqmm)	No stock this size
193809	10.09.22	1	CCTV camera	Ready with suppiler tommorow will be delivered

193862	15.09.22	1,2	Internal beading	Monday will be delivered
193881	20.09.22	1	Tanbrown granite	No stock
193831	13.09.22	1 to 10	Panel doors	Material in transit

pNo of gate passes issued this weak	From No.	-	To No.	-
Delivery van site visit on :	17.09.22, 20.09.22 , 22.09.22			
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	5	23.75		
2.	10mm	0.617	7.41	20	148.2		
3.	12mm	0.888	10.6	Nill	Nill		
4.	16mm	1.580	18.9	Nill	Nill		
5.	20mm	2.469	29.6	40	1184		
6.	25mm	3.86	46.32	nill	Nill		
7.	32mm	66.67		Nill	Nill		
8.	Binding wire			Nill	Nill		
OPC stock	220	OPC last weeks stock	100	PPC/PSC stock	110	50	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		APPROVED BY M. RAM PRASAD (G.M.R.) Project Manager 21 SEP 2022		24/9/22			

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 officers 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!