

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

Company:		Modi properties private limited		Date:	01.10.2022
Site:		May flower platinum		Prepared by:	N. Divya
Report From / To		24.09.2022 Saturday to 30.09.2022 Friday		Approved by:	
Report Date		01.10.2022 Saturday			
List of requisitions numbers missing in the report*: 178778;					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Req No.	Req Date	Req Item quantity	Item Description	Reason for not preparing PO/WO*	
178773	26-09-2022	1	Boor barrier	Po to 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	
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.	
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.	
178479	05.04.2022	5	Grills	Partly material received .no stock at sslp .	
178617	24.06.2022	1,	Malaysian Brown DK	Part material delivered, remaining No stock in SSSLP	
178679	30.07.2022	1-2	Ranger & Oscar Blue Tile	Pick up from GMR	
178689	02.08.2022	1	Guard alert Siren	Supplier asking payment	
178706	09.08.2022	1-2	MS Grills	No stock in SSSLP	
178722	19.08.2022	1-2	Chimney-Hindware	Pick up from SSSLP	
178727	23.08.2022	1-2	CCTV -main door lights	Part material delivered, remaining No stock in SSSLP	
178728	23.08.2022	1-10	Module plates	Part material delivered, Pick up from SSSLP	
178733	26.08.2022	3	Malaysian brown DK	No stock in SSSLP	
178734	26.08.2022	1-3	Urbanwood dark	No stock in SSSLP	
178735	26.08.2022	1	Toughned Glass	Measurements are completed,Pick up from Supplier	
178740	29.08.2022	1	Cement fiber board		
178744	05.09.2022	1	Smile play	Supplier asking payment	
178743	5-9-2022	1	Tan brown Granite	Pick up from SSSLP	
178746	6-9-2022	1-3	Malaysian brown DK	Part material delivered, remaining Pick up from SSSLP	
178753	09-09-2022	1	Cement fiber board	Pick up from Supplier	
178755	10-9-2022	1-5	Black Berry	Pick up from SSSLP	
178762	19-09-2022	1	Roofing sheet-off white color	Supplier asking payment	
178763	19-09-2022	1	Anchor bolt	Wrong Material Delivered(Supplier Mistake)	
178764	20-09-2022	1-5	MS-Grills	No stock in SSSLP	
178766	20-09-2022	1-10	Copper wire - Yellow	Pick up from SSSLP(Monday)	
178770	26-9-2022	1-10	CP-Wall mixture	Pick up from SSSLP	
178773	26-09-2022	1			
178776					
178777	28-9-2022	1	Flush Door	Pick up from Supplier	
No. of gate passes issued this week:		01	Sheet No.	4065	and 4065
Delivery van site visit on:		26.09.2022, 28.09.2022, 30.09.2022			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	



Items not ordered but received:- NIL							
Other corrections & remarks:- NIL							
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 Kgs	Previous stock in Kgs	
1.	8mm	-	-	-	-	-	
2.	10mm	-	-	-	-	-	
3.	12mm	-	-	-	-	-	
4.	16mm	-	-	-	-	-	
5.	20mm	-	-	-	-	-	
6.	25mm	-	-	-	-	-	
7.	32mm	-	-	-	-	-	
8.	Binding wire	-	-	-	-	-	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	161
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		01.10.2022		01.10.2022		01.10.2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!