

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

Company:	Modi Realty Miryalguda LLP	Date:	10-10-2022				
Site:	AVR Gulmohar Homes	Prepared by:	Zakir				
Report From / To	04-10-22 to 10-10-2022	Approved by:					
Report Date	01-10-2022						
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			
165738	27-09-22	1 to 4	Al.Windows	PO not issue			
165739	27-09-22	1 to 5	Al.Windows	PO not issue			
165745	08-10-22	1	CCTV Camera	PO not 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			
165664	26-05-22	2	Garbage Bin	No stock in supplies			
165701	02-08-22	1	Guard siren	this week they will deliver.			
165705	17-08-22	1 to 6	MS Railing	Under the fabrication			
165726	09-09-22	9	Extension nipple	this week they will deliver.			
165732	17-09-22	1 to 4	Grass & plants	Next week they will deliver.			
165740	27-09-22	1 to 5	MS Grills	Under fabrication			
165741	27-06-22	1 to 5	MS Grills	Under fabrication			
165744	27-09-22	1 to 11	Extension nipple	this week they will deliver.			
No. of gate passes issued this week:							
Have		From No.	NL	To No. NL			
Delivery van last site visit on:		08-10-2022					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes			
DC register Sl.No. during the week		From No.	15531	To No. 15543			
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	
OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	560	PPC/PSC last week's stock	565
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 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 -