

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

Company:	Modi Realty Mallapur LLP	Date:	8.10.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	3.10.22	Approved by:	
Report Date	8.10.22		

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 item in Req	Item Description	Reason for not preparing PO/WO
193769	5.09.22	1	Fire steel door	Quotes to be receive from procurement.
193772	5.09.22	1 to 5	UPVC windows	Requisition sent MD approval.
193795	9.09.22	1 to 4	UPVC windows	Comparison to be prepare.
193797	9.09.22	1 to 4	UPVC windows	Comparison to be prepare.
193800	12.09.22	1 to 4	UPVC windows	Comparison to be prepare.
193801	9.09.22	1 to 5	UPVC windows	Comparison to be prepare.
193902	24.09.22	1	MS round pipe -B class 6mts	Po to be issue.
193908	24.09.22	1 to 6	PVC material	Po to be issue.
193910	24.09.22	1 to 10	CPVC material	Po to be issue.
193913	24.09.22	1 to 10	Panel doors & Hard ware material	Po to be issue.
193920	26.09.22	1 to 10	Hard ware material	Po to be issue.
193927	27.09.22	1 to 6	PVC material	Po to be issue.
193952	29.09.22	1	L-Clamps	Po to be issue.
193966	30.09.22	1	Steel proportion box	Po to be issue.
193967	30.09.22	1 to 4	MS grills	Estimation sent to MD approval.
193971	30.09.22	1 to 10	Plumbing material	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
193692	19.08.22	1 to 10	Panel doors	Ready with supplier arranging vehicle.
193768	5.09.22	1	SS sink	Today will be delivered.
193788	9.09.22	1,2	Yellow wire & black wire	No stock at SSLLP.
193802	9.09.22	1 to 6	Electrical wires	No stock at SSLLP.
193863	15.09.22	1 to 4	MS material & hardware anchor bolt	Ready with supplier we arrainging vehicle.
193885	21.09.22	1,2,3	Electrical wire & isolater	No stock at SSLLP.
193890	21.09.22	1 to 10	Electrical material	Tuesday will be delivered.
193903	24.09.22	1 to 10	Electrical wires	No stock at SSLLP.

193905	24.09.22	1 to 10	Electrical material	Today will be delivered.
193911	24.09.22	1	SS number plate	Ready with supplier we arranging vehicle.
193926	27.09.22	1 to 10	PVC material	Monday will be delivered.
193928	27.09.22	1 to 10	CPVC material	Monday will be delivered.
193931	27.09.22	1 to 10	PVC material	Today will be delivered.
193938	27.09.22	1 to 10	Electrical material	Today will be delivered.
193939	27.09.22	1 to 10	CPVC material	Tuesday will be delivered.
193946	27.09.22	1 to 10	CPVC material	Monday will be delivered.
193974	30.09.22	1 to 10	Cp material	Today will be delivered.
193977	30.09.22	1 to 10	CP material	Tuesday will be delivered.
193997	3.10.22	1 to 10	Electrical wires	No stock at SSLLP.
193998	3.10.22	1 to 9	Electrical material	Thursday will be delivered.

No of gate passes issued this week

Delivery van site visit on :

From No.

9746

To No.

9747

4.10.22,6.1022,8.10.22

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	25	740	
6.	25mm	3.86	46.32	35	1612	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				NILL	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	0	PPC/PSC last weeks stock
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 rajumarn@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!