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

Company:	Modi properties private limited	Date:	15.10.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	08.10.2022 Saturday to 14.10.2022 Friday	Approved by:	
Report Date	15.10.2022 Saturday		

List of requisitions numbers missing in the report*: 178795 ,178794, 178793, 178792, 178791;

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*
178783	04-10-2022	1	Boom Barrier	Po to be issue
178891	13.10.2022	1	RO plant slim filter	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
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 ssllp .
178617	24.06.2022	1,	Malaysian Brown DK	Part material delivered, remaining No stock in SSLLP
178689	02.08.2022	1	Guard alert Siren	Pick up from SSLLP
178706	09.08.2022	1-2	MS Grills	No stock in SSLLP
178722	19.08.2022	1-2	Chimney-Hindware	Supplier not responding
178728	23.08.2022	1-10	Module plates	Part material delivered, Pick up from SSLLP
178733	26.08.2022	3	Malaysian brown DK	No stock in SSLLP
178735	26.08.2022	1	Toughned Glass	Monday delivered by suppler
178740	29.08.2022	1	Cement fiber board	Work Under process
178744	05.09.2022	1	Smile play	Suppler asking payment
178746	6-9-2022	1-3	Malaysian brown DK	Part material delivered, remaining Pick up from SSLLP
178755	10-9-2022	1-5	Black Berry	Pick up from SSLLP
178763	19-09-2022	1	Anchor bolt	Wrong Material Delivered(Suppler Mistake)
178764	20-09-2022	1-5	MS-Grills	Pick up from SSLLP
178766	20-09-2022	1-10	Copper wire -Yellow	Part material delivered, remaining Pick up from SSLLP
178770	26-9-2022	1-10	CP-Wall mixture	Part material delivered, remaining Pick up from SSLLP
178771	26-9-2022	1-9	Waste Coupling	Part material delivered, remaining Pick up from SSLLP
178778	30-09-2022	1-2	Panel Doors	Part material delivered, remaining Pick up from SSLLP
178779	4-10-2022	1	False ceiling lights	Pick up from Suppler
178784	04-10-2022	1	Traffice Cone	PO to be revised
178787	07-10-2022	1	Tan brown Granite	Part material delivered, remaining Pick up from SSLLP
178789	11-10-2022	1-9	Wires- Yellow color	Pick up from SSLLP

No. of gate passes issued this week:	06	Sheet No.	4067	to	4072
Delivery van site visit on:.	12.10.2022, 14.10.2022				
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	-	-	-	-	nil

OPC stock	0	**OPC last weeks stock**	0	**PPC/PSC stock**	nil	PPC/PSC last weeks stock	125

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	15.10.2022	15.10.2022	15.10.2022

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