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

Company:	Modi Realty Mallapur LLP	Date:	15.10.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	10.10.22	Approved by:	
Report Date	15.10.22		

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 iteam in Req	Item Description	Reason for not preparing PO/WO
193769	5.09.22	1	Fire steel door	Po to be issue.
193772	5.09.22	1 to 6	UPVC windows	Requisition sent MD approval.
193798	9.09.22	1 to 4	MS grills	Po to be issue.
193827	12.09.22	1,2,3	Drilling machine rod cutting machine ,cutting blade	Estimate to be prepare.
193831	13.09.22	1 to 10	Panel doors &beading	Po to be issue.
193840	14.09.22	1 to 8	CPVC material	Requisition sent with MD approval.
193839	14.09.22	1 to 10	Plumbing material	Requisition sent with MD approval.
193843	14.09.22	1 to 10	Plumbing material	Po to be issue.
193844	14.09.22	1 to 6	CPVC material	Po to be issue.
193846	14.09.22	1,2	CP Extension nipple	Requisition sent with MD approval.

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
208009	8.10.22	1 to 3	Ms grills	Tuesday will be delivered.
208022	10.10.22	1 to 10	Electrical wires&switches	Tuesday will be delivered.
208036	11.10.22	1 to 10	Electrical switches and wires	Monday will be delivered.
208037	11.10.22	1 to 4	Electricl material	Today will be delivered.
208045	12.10.22	1 to 10	CP material	Monday will be delivered.
193505	21.07.22	1,4	Ms grills	No stock at SSLLP.
193563	2.08.22	1	Guard alert siren	Thursday will be delivered.
193595	6.08.22	6.08.22	Plumbing material	Tuesday will be delivered.
193606	8.08.22	1 to 10	Hardware material	Tomorrow will be delivered.
193621	10.08.22	2,4,6	Panel doors ,ss hinges, & door stopper	Monday will be delivered.
193644	13.08.22	1 to 10	Cp material	Monday will be delivered.
193699	20.08.22	1 to 10	Pvc material	Tuesday will be delivered.
193779	5.09.22	1 to 10	Cpvc material	Monday will be delivered.
193784	7.09.22	1	Tan brown granite	No stock at SSLLP.
193789	9.09.22	1 to 6	Electrical material	Today will be delivered.
193792	9.09.22	1 to 10	Panel doors &beading	Monday will be delivered.

193794	9.09.22	1 to 10	Electrical material	Tuesday will be delivered.
193809	10.09.22	1 to 10	Cpvc material	Monday will be delivered.
193817	10.09.22	1 to 6	Plumbing material	Monday will be delivered.
193818	10.09.22	1 to 10	Cpvc material	Monday will be delivered.
193820	10.09.22	1 to 10	Hardware material	Today will be delivered.
193821	10.09.22	1	Tan brown granite	No stock at SSLLP.

No of gate passes issued this weak		From No.	9745	To No.	9746
Delivery van site visit on :	11.10.22, 13.10.22,15.10.22				
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	5	148		
6.	25mm	3.86	46.32	5	231		
7.	32mm	66.67		NILL	NILL		
8.	Binding wire				NILL		
OPC stock	500	OPC last weeks stock	0	PPC/PSC stock	480	PPC/PSC last weeks stock	0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	For Ravi		
Date		15/10/22	

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!

15 OCT 2022 OCT 2022