

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

Company:	Modi Realty Miryalguda LLP	Date:	25-10-2022			
Site:	AVR Gulmohar Homes	Prepared by:	Zakir			
Report From / To	17-10-22 to 25-10-2022	Approved by:				
Report Date	25-10-2022					
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		
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	No stock in supplies		
165732	17-09-22	1 to 4	Grass & plants	Next week they will deliver.		
165738	27-09-22	1 to 4	Al.Windows	Under fabrication		
165739	27-09-22	1 to 5	Al.Windows	Under fabrication		
165740	27-09-22	1 to 5	MS Grills	60% received remaining, next week deliver		
165741	27-06-22	1 to 5	MS Grills	80% received remaining, next week deliver		
165742	27-09-22	2,6,7	SS screws	Next week they will deliver.		
156744	27-09-22	3 & 9	CP items	Next week they will deliver.		
165750	14-10-22	2	Insulation Tapes	Next week they will deliver.		
No. of gate passes issued this week:			Have	From No.	9934 To No. 9942	
Delivery van last site visit on:			22-10-2022			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl.No. during the week		From No.	15545	To No.	15560	
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	152	PPC/PSC last week's stock 555

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, asharya@modiproperties.com and rajkumarn@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!