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

Company:	Modi Realty Mallapur LLP	Date:	22.10.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	17.10.22	Approved by:	
Report Date	22.10.22		

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
208096	20.10.22	1 to 8	Electrical material	Requisition sent to MD approval.
208090	19.10.22	1 to 5	Vadila ,ceasalpinia,niriam,teacoma yellow,country grass	Requisition sent to MD approval.
208081	18.10.22	1,2	Fire rated door (single &double leaf)	Requisition sent to MD approval.
208078	17.10.22	1	LED tube lights	Requisition no not found.
208077	17.10.22	1	LED square surface lights	Requisition no not found.
208074	17.10.22	1	LED flood light	Requisition no not found.
208072	17.10.22	1 to 5	UPVC windows	Requisition sent to MD approval.
208006	8.10.22	1	Promotions foam board	Promotion to follow up.

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
208080	18.10.22	1,2,3	LED Flood ligt,ms elbow	Wednsday will be delivered.
208073	17.10.22	1	Wall putty	Tommorrow will be delivered.
208076	17.10.22	1	Scartch plaster	Ready with supplier we arranging vehicle.
208068	17.08.22	1 to 10	PVC material	Tuesday will be delivered.
208060	15.10.22	1 to 10	Plumbing material	Monday will be delivered.
208047	12.10.22	1 to 10	Electrical material	Tuesday will be delivered.
208046	12.10.22	1 to 10	Electrical material	Tuesday will be delivered.
208045	12.10.22	1 to 10	Cp material	Thursday will be delivered.
208044	12.10.22	1 to 10	Cp material	Today will be delivered.
208024	10.10.22	1 to 5	Electrical material	Tuesdaay will be delivered.
208003	4.10.22	1to 10	Cp material	Monday will be delivered.
193978	30.09.22	4,5,6	EWC with scat cover ,wash basin white, Wash basin pedastal	Tuesday will be delivered.
193976	30.09.22	1	Tan brown granite	No stock at SSLLP.

[illegible]	27.09.22	1 to 4	Ms L-angle, MS round pipe ,Anchor bolt	Ready with supplier we arranging vehicle.
93913	24.09.22	1 to 10	Panel doors &beadings, Hardware material	Monday will be delivered.
193911	24.09.22	1	SS number plates	Tuesday will be delivered.
193908	24.09.22	2,4	Vent cover ,socket plug	Today will be delivered.
193907	24.09.22	1 to 10	PVC material	Today will be delivered.
193881	20.09.22	1	Tan brown granite	No stock at SSLLP.
193839	13.09.22	1 to 10	Panel doors &beadings, Hardware material	Tuesday will be delivered.
193800	12.09.22	1 to 4	UPVC windows	Work in progress.
193821	10.09.22	1	Tan brown granite	No stock at SSLLP.
193803	9.09.22	1	Tan brown granite	No stock at SSLLP
193801	9.09.22	1to 5	UPVC windows	Work in progress.
193795	9.09.22	1 to 4	UPVC windows	Work in progress.
193671	17.08.22	1	Tan brown granite	No stock at SSLLP.
193563	2.08.22	1	Guard alert siren	Supplier arraning material

No of gate passes issued this weak		From No.	9747	To No.	9748
Delivery van site visit on :	18.10.22, 20.10.22 , 22.10.22				
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	
1.	8mm	0.395	4.74	80	379	
2.	10mm	0.617	7.41	140	1037	
3.	12mm	0.888	10.6	-	NILL	
4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	14	414	
6.	25mm	3.86	46.32	-	NILL	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				NILL	

OPC stock	450	OPC last weeks stock	600	PPC/PSC stock	400	PPC/PSC last weeks stock	500

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	22 OCT 2022 22/10/22	22/10/22	

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 offices 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!