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

Company:	Modi Realty Mallapur LLP	Date:	29.10.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	24.10.22	Approved by:	
Report Date	29.10.22		

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
208143	27.10.22	1 to 6	Cable wire, telephone wire ,service wire,cat 6 cable D link,spring wire	Requisition sent to MD approval.
208142	27.10.22	1 to 10	Electrical wires	Requisition sent to MD approval.
208137	26.10.22	1,2	Down commer and terrace booster pump with pipe.	Po to be issue.
208136	26.10.22	1 to 7	MAPT cpvc, reducer tee,reducer coupling,plug,gate valve nipple	Po to be issue.
208115	25.10.22	1,2	Fire rated door single & double leaf	Requisition sent to procurement team..
208118	25.10.22	1,2	Fire rated door single& double leaf	Requisition sent to procurement team..
208103	20.10.22	1	Cement fiber board	Po to be issue.
208081	18.10.22	1,2	Fire rated door single & double leaf	Requisition sent to procurement team..
208006	8.10.22	1	Foam board	Promotions to be 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
208138	26.10.22	1 to 9	PVC material	Today will be delivered.
208134	26.10.22	1 to 10	Plumbing material	Tuesday will be delivered.
208133	26.10.22	1 to 10	Plumbing material	Monday will be delivered.
208131	26.10.22	1 to 11	Electrical material	Today will be delivered.
208129	26.10.22	1 to 9	CP material	No stock at SSLLP.
208128	26.10.22	1 to 9	CP material	No stock at SSLLP.
208097	22.10.22	1 to 10	Isolater ,single core copper wire, aluminium flat patti	Ready with supplier we arranging vehicle.
208096	26.10.22	1 to 7	Aluminium aromored cable wire & Gi strip	Monday will be delivered.
208114	22.10.22	1 to 10	CP material	No stock at SSLLP.

208113	22.10.22	1 to 10	CP material	No stock at SSLLP.
208112	22. 10.22	1 to 10	Panel doors &beading	Monday will be delivered.
208111	22.10.22	1	4 core copper round cable	Supplier arranging material.
208102	20.1.22	1	Scrztch plaster	Supplier arrannging vehicl
208101	20.10.22	1 to 8	CPVC & PVC material	Tuesday will be delivered.
208080	18.10.22	3	Steel MS elbow	Supplier arranging material.
208077	17.10.22	1	LED lights	Monday will be delivered.
208072	17.10.22	1 to 5	UPVC windows	Work in progress.
208068	17.10.22	1 to 10	PVC material	Today will be delivered
208067	17.10.22	1 to 10	PVC material	Tommorrow will be delivered.
208045	12.10.22	1 to 10	CP material	No stock at SSLLP.
208044	12.10.22	1 to 9	CP material	Monday will be delivered.
208039	11.10.22	1 to 10	Electrical switches and wires	Less stock at SSLLP.
193907	24.09.22	1 to 10	PVC material	Today will be delivered.
193800	12.09.22	1 to 4	UPVC windows	Under fabrication.
193801	09.09.22	1 to 5	UPVC windows	Work in progress.

No of gate passes issued this weak		From No.	9748	To No.	9749
Delivery van site visit on :	25.10.22,27.10.22,29.10.22				
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	60	284	
2.	10mm	0.617	7.41	100	741	
3.	12mm	0.888	10.6	-	NILL	
4.	16mm	1.580	18.9	-	NILL	
5.	20mm	2.469	29.6	7	207	
6.	25mm	3.86	46.32	-	NILL	
7.	32mm	66.67		NILL		
8.	Binding wire					

OPC stock	400	OPC last weeks stock	500	PPC/PSC stock	500	PPC/PSC last weeks stock	550

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY		
Date	29 OCT 2022	29/10/22	

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